#### Espanola Public Schools Service History Detail Report

Page 415

8:31:09	AIVI							
Name			SSAN					
Monto	ya, Ruby		-4508					
			Mailing Address: PO Box 316 Espanola, NM 87532-	Street Address:				
	Beg Date	End Date	Base Assignment	School	Salary	Years	Tchr	District
	8/15/1979	5/30/1989	Teacher	Vaughn Municipal Schools	\$0	10.00	$\overline{\mathbf{A}}$	
	8/15/1989	6/1/1990	Teacher	Dallas Independent Schools	\$0	1.00		
	8/15/1990	5/30/1998	Teacher	Santa Rosa	\$0	8.00		
	8/13/1998	6/30/2000	Teacher	Vaughn Municipal Schools	\$0	2.00		
	8/21/2000	6/1/2001	Teacher	Sombrillo	\$0	1.00		
	7/2/2001	6/13/2002	Principal - Velarde	Velarde	\$0	1.00		
	8/4/2002	6/16/2003	Principal - Velarde	Velarde	\$0	1.00		
	7/28/2003	6/30/2004	Principal - Velarde	Velarde	\$0	1.00		
	7/28/2004	6/10/2005	Principal - ETS Fairview	ETS Fairview	\$0	1.00		
	8/1/2005	6/14/2006	Principal - ETS Fairview	ETS Fairview	\$0	1.00	. 🗆	
	7/20/2006	5/31/2007	Principal (ETS Fairview Elementary)	ETS Fairview	\$0	1.00		
	7/23/2007	6/6/2008	Principal (205 days) - ETS Fairview	ETS Fairview	\$0	1.00		
	7/23/2008	6/5/2009	Principal	ETS Fairview	\$0	1.00		
	7/20/2009	6/11/2010	Principal	ETS Fairview	\$0	1.00		
	7/23/2010	6/8/2011	Principal	San Juan Elem	\$68,352	1.00		
	7/25/2011	6/11/2012	Principal	James H. Rodriguez Elementa	\$67,092	0.00		$\square$
	R	etired	4/11/12		Not Tch	r	Tchr	Total
	1	lewer	Q (	Non-District Years =	0.0		21.00	21.00
				District Years =	10.00	0	1.00	11.00

#### ESDANCIA MUNICIPAL SCHOOLS SERVICE RECORD OF OUR CERTIFIED EMPLOYEES

Name Montoya,	RUBY Da	te of this Record_	
	Permane		
Birthplace	Maiden N	Name of Married V	Woman
Correct Date of Birth		Married	Number of Children
Degree	Date Received	Col	lege
Major	Minor		
Graduate Degree	Date Received		College
Major	Mino	or	
Certificate Number	Туре	E	xpires
00H= 8/21/00	Renewal Dates	22.00	
	DECORD OF 6		

#### RECORD OF SERVICE

( Make one entry for each different school listing last salary. List each year in Espanola seperately )

Place	Grade Taught	Dates	Number Years	Salary	Days Ill	Reason for Leaving
1. SOMBRILLO ELEM	15+	8 2 1 100-	1 1			
2. Vaugher		8/98-6/00	2			
3. Santa Rosa		8/90-5/98	8	,		
4. Vaughn		8/19-5/89	10 yes			
5. Dallas, 1x		89/90	11 /			
6. Velarde	Principal		T			
7. Velarde	Principe		1			
8. Velarde		103/04	1.	1812		
9. ETS Fairview	Principa	103	1. 26			
10. Ets Fairview	Principal	100	1			
11. ETS Fairview	Armeipal	5/3/107	1.			
12. ETS Fairvew	Principal	66608	1.			
13. ETS Painiew	Principal	615109	1.			
14. ETS Fairvew	Principal	6/11/10	ŀ			
15. San Juan	Runcypal	7/23/10	1. 334	15.		
16. JAR	Principal	7/25/11	1. 33			Retired 6/11/12
17.						
18.						
19.						
20.						

#### ESPAÑOLA PUBLIC SCHOOLS EMPLOYEE TRAINING AND EXPERIENCE ANALYSIS

School Year <u>©</u>	7		Date Init	tiated	8/28/00
	my day	Initials	Evaluato		nature Initials
		DEGREE(S) (	CONFERRE	D	
Date Conferred	Institution/Location			Degree	Major/Minor(s)
MA 3/au	NMHIL			MA	Main-C+F Monn-Readus
B0/BS4/7	9 NMH			BS	May Elem Bil Ed Min Sparish
					<u> </u>

Year	Institution	Course #	Course Title	Sem./Qtr. Hours	Sub Total	Total	Eval. Initials
Sig 7	NMHI	6NED 535	ST. Eval leading	3			
Fall 98	NMHM	EDAD 435	ST. Orgal Behav	3			
Spn 99	NMHU	6 DAD 586	Sch. Law	3	·		
Sm 99	NMHN	E DAD 698	Intern in Ed Adum	3			
SUM I 99	vne bler	E DAD 690	Indep Studing	3			
						!	

ESPANOLA PUBLIC SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES 714 CALLE DON DIEGO ESPANOLA, NEW MEXICO 87532

BUSINESS PH:(505) 753-4084 FAX: (505) 753-2321

## VERIFICATION OF EXPERIENCE (NON-CERTIFIED PERSONNEL)

ADDRESS TO FORM			EASE RETURN TO:
P.D. BOX 15	unicipal Sch 3m 88353		ECTOR OF HUMAN RESOURCES
This is to certify	11	oya Ruby (FIRST NAME)	ZAMOTA (MAIDEN NAME)
WAS EMPLOYED IN	THE Vaud	4 4	ipal Schoo
4 Y	, υ .		adalupe
STATE OF New	·	OR THE PERIOD NAME	D BELOW:
(PLEASE USE A SEPA	ARATE LINE FOR EAC	CH YEAR)	
YEAR BEGINNING	YEAR ENDING	NUMBER OF YEARS/MONTHS ACTUAL WORK	INDICATE WHETHER FULL/PART/SUBSTITUTE TIME
18/13/98	6/30/99	187	<del>L</del> u00
2. 111 94	مانحاس	101	1000
3.		******	
4			
5	-		-
<u> </u>			
•		· <del></del>	**************************************
TOTAL OF PRIOR SERVICE	TE ALLOWED: OTION	to Varubo-19	
	SPANOLA PUBLIC SCHOO	U	FRICT/ORGANIZATION
TO REQUEST VERIFICAT	ION OF EMPLOYMENT.	VERIFYIMG:	
Ruby E. ZAMO	rA-Montoga	<u> </u>	$-\Omega$
NAME OF EMPLOYEE (PE	amera Mon	toya Jorn	ake Home.
SIGNATURE	0403	SIGNATURE	+
part )	LODO	TITLE	gerenlandet
U		DATE	0 1-00



TO WHOM IT MAY CONCERN:

VAUGHN MUNICIPAL SCHOO

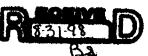
P.O. BOX 158, VAUGHN, NEW MEXICO 88353

SUPERINTENDENT'S OFFICE: 584-2283

FACSIMILE: 584-2355

PROVIDING GOOD EDUCATION: THE FLIGHT TO FREEDOM





THIS IS TO CERTIFY THAT	OF Ruby Mont	OVA	
AS IT APPEARS IN THE RECORDS  GUADALUPE  (CITY) SANTA ROSA	OF THE DEPART	MENT OF EDUCATION	OF ICT NO. 8
(ZIP) 88435	, (BIRIE) N	PI	an - Andréa - Alfre Calendre de Calendre - Andréa - André
TF	ACHING EXPERIE	INCE	
	EACH YEAR SEPA		
YEAR BEGINNING	YEAR ENDING		ACTUAL MONTHS TAUGHT
MONTH	MONTH		
AUGUST , 19 90	MAY	, 19 <u>91</u> ~	9
AUGUST , 19 91	MAY	, 1992 -	9
AUGUST , 19 92	MAY	, 1993	9
AUGUST , 19 93	MAY	, 19 94	9
AUGUST , 19 94	_MAY	, 1995 -	9
AUGUST , 19 95	MAY	, 1996 -	9
AUGUST , 19 96	MAY	, 19 <u>97</u>	9
AUGUST , 19 97	MAY	, 1998	9
		$\mathcal{L}$	di
	S	SIGHNED /	( The
DATE 8/27/98	T	TITLE SUPERING	T'ENDENT



## VAUGHN MUNICIPAL SCHOOLS

P.O. BOX 158, VAUGHN, NEW MEXICO 88353

SUPERINTENDENT'S OFFICE: 584-2283

FACSIMILE: 584-2355

PROVIDING GOOD EDUCATION: THE FLIGHT TO FREEDOM



**EAGLES** 

#### TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT THE FOLLOWING IS A TRUE AND CORRECT COPY OF THE TEACHING RECORD OF Ruby Montoya
AS IT APPEARS IN THE RECORDS OF THE DEPARTMENT OF EDUCATION OF VAUGHN SCHOOLS, GUADALUPE COUNTY, SCHOOL DISTRICT NO. 33, VAUGHN, NEW MEXICO, 88353

#### TEACHING EXPERIENCE

(LIST EACH YEAR SEPARATELY)

YEAR BEGINNING	YEAR ENDING	ACTUAL MONTHS TAUGHT
MONTH	MONTH	
Augsut 15 , 19 79	May 26 , 19 80	9
August 20 , 19 80	May 29 , 19 81	9
August 19 , 19 81	May 28 , 19 82	9
August 19 , 19 82	May 27 , 19 83	9
August 17 , 19 83	May 25 , 19 84	9
August 20 , 19 84	May 31 , 19 85-	9
August 19 , 19 85	May 29 , 19 86-	9
Augsut 18 , 19 86	May 28 , 19 87	9
August 27 1987 August 18 1988 DATE	June 4 1988 7 May 30 1989 7 SIGNED 0	Mary Selman
VALE	TITLE Supt.	of Schools
	10 4 RS 8/24/00	Oresso (

9-7-19	
10M	201—89-E
	THE RESERVE THE PARTY OF THE PA

MONTOYA, RUBY E.

## DALLAS INDEPENDENT SCHOOL DISTRICT EMPLOYEE SERVICE RECORD

OUT DON



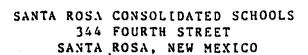
Dallas Independent School District

NAME	<b>,</b>		 
COCIAL CEC	NUDITY AILIA	40ED	<b>-</b> 4508
SOCIAL SEC	JUNIT NUN	ИВЕН <u> </u>	 

1	2	3	4	1	<u> </u>	6	7	0	9		10	16		1.5	<del></del>	12
		3	4		5	6 CAREER	% of	8 School	No.		f Service		nte Sick Le EXAS SEF	ave Prog		Signature of Superintendent or Trustee
School Year	State	County	School District	Pay Grade	Pay Step	LADDER LEVEL	Day Emp.	Grades Taught	of Days	From	То	Prior Yr. Bal.	Earned	Used	End of Yr. Bal.	RUBBER STAMPS AND DITTO MARKS NOT ACCEPTABLE
1989-9	O TX	DLS	DALLAS ISD		004	1	100	ELEM	190	081589	060190	0.0	5.0	5.0	0.00	THORIZED TRUSTE
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		<u></u>				<u> </u>						<u> </u>	<u> </u>	<u> </u>		



(FOR DISD USE ONLY) Creditable Years of Service	
Creditable reals of Service	
Authorized Trustee	Date



#### VERIFICATION OF EMPLOYMENT

Please return to: Superintendent 344 Fourth Street Santa Rosa, NM 88435

This is t	o certify tha	t Montaga (First	Ruhy E.
•		(Last Name) (First	Name) (Maiden Name)
was employed i	n the Kall	os Independent for (Name of School Sys	how detrect
City of Aut	las	. County of Ha	Us
State of Lw	6	, County of	ed below:
		 ate line for each scho	
(**************************************	- and a deput	acc line for each bene	Jor year,
			Talles and other trans
		Number of Days	Indicate whether Full Time, Part Time
Beginning	Ending	Actually Taught	or Substitute
8-15-89	6-1-90	190	full time
			0
	•		
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		<u>)</u> 9 <b>99</b>	
	<del></del>		
<del></del>	•	Acceptance of the second of th	
			•
	•		<i>t</i> - c
inis instituti	on is accredi	ted by Info Ed	acation agency
		John to	gnature
		A Harry Jan man	
			Title/E
		10/9/90	Date

NOTE: This affidavit should be signed by some school official who knows of the service of the applicant and NOT by the applicant. 3/86

Student No: @00-04-3959

Date of Birth:

This is a true copy of the T-1954 records kept at New Mexico Highlands University

Date Issued: 22-AUG-2000

NMHU

Page:

NEW MEXICO HIGHLANDS UNIVERSITY Las Vegas, New Mexico 87701

Degree Awarded: Master of Arts 05-AUG-1996
Major: Curriculum and Instruction
Concentration(s): Reading

Record of: Ruby E Montoya

Course Level: Graduate

RANGE RIPT

SHIGHES 3.5

CTL (\*E)

2000

Concentration	n(s): Reading		SUBJ NO. COURSE TITLE	CRED GRD PTS R
UBJ NO.	COURSE TITLE	CRED GRD PTS R	Institution Information continued: Ehrs: 9.00 GPA-Hrs: 6.00 Pts:	24.00 GPA: 4.00
NSTITUTION CRE	DIT:			
Semester 1 NA 605 Sta Ehrs: 3.00 G	993 ts for Educators PA-Hrs: 3.00 Pts:	3.00 A 12.00 12.00 GPA: 4.00	Fall Semester 1995 GNED 697 Field Project RDED 690 Independent Study Ehrs: 4.00 GPA-Hrs: 3.00 Pts:	1.00 S 0.00 3.00 A 12.00 12.00 GPA: 4.00
pring Semester NED 610 Edu DED 526 Rdg Ehrs: 6.00 G	1994 cation Resrch Interp Lit-Child & Y Adult PA-Hrs: 6.00 Pts:	3.00 B 9.00 3.00 A 12.00 21.00 GPA: 3.50	Spring Semester 1996 GNED 697 Field Project Ehrs: 1.00 GPA-Hrs: 0.00 Pts:	1.00 S 0.00 0.00 GPA: 0.00
ummer 1 Semest NED 641 Adv DED 635 ST: DED 650 SM:	er 1994 Education Psych Comp Applic/Reading Assess&Instr/Rdg Dis	3.00 B 9.00 3.00 A 12.00 3.00 A 12.00 33.00 GPA: 3.67	Summer 1 Semester 1996 GNED 697 Field Project Ehrs: 1.00 GPA-Hrs: 0.00 Pts:	1.00 S 0.00 0.00 GPA: 0.00
		33.00 GPA: 3.67	√ Spring Semester 1997 GNED 535 ST:Evaluating Reading Ehrs: 3.00 GPA-Hrs: 3.00 Pts:	3.00 A 12.00 12.00 GPA: 4.00
all Semester 1 NED 615 Ins NED 697 Fie DED 616 Psy 7 7.00 G	994 Struct Strat & Mentor Eld Project Cholinguistics Rdg SPA-Hrs: 6.00 Pts:	3.00 A 12.00 1.00 S 0.00 3.00 A 12.00 24.00 GPA: 4.00	Fall Semester 1998 EDAD 635 ST:Orgnl Behavior Ehrs: 3.00 GPA-Hrs: 3.00 Pts:	3.00 A 12.00 12.00 GPA: 4.00
pring Semester DAD 673 Pub NED 663 Pri NED 697 Fie Ehrs: 8.00 G	1995 lic School Admin n Curriculum Constr ld Project PA-Hrs: 6.00 Pts:	3.00 A 12.00 3.00 A 12.00 2.00 S 0.00 24.00 GPA: 4.00	Spring Semester 1999 EDAD 586 School Law EDAD 698 Internship in Ed Admin Ehrs: 9.00 GPA-Hrs: 3.00 Pts:	3.00 A 12.00 6.00 S 0.00 12.00 GPA: 4.00
Cummer 1 Semest ENED 697 Fie RDED 516 Tch RDED 623 Eva	eld Project n Bil Rdg & Lang Arts nl Rdg Mat & Inst Pro	3.00 S 0.00 3.00 A 12.00 3.00 A 12.00 XT COLUMN *************	Summer 1 Semester 1999 EDAD 690 Independent Study Ehrs: 3.00 GPA-Hrs: 3.00 Pts:	

TOTAL TRANSFER

Record of: Ruby E Montoya

Student No: @00-04-3959 Date of Birth: 22-DEC-1954

NEW MEXICO HIGHLANDS UNIVERSITY Las Vegas, New Mexico 87701

Date Issued: 22-AUG-2000

NMHU

Page:

\*\*\*\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Earned Hrs GPA Hrs Points GPA TOTAL INSTITUTION 66.00 51.00 198.00 3.88

0.00

END OF TRANSCRIPT \*\*\*\*\*\*\*\*\*

0.00 0.00 0.00 OVERALL 66.00 51.00 198.00 3.88

> -- ANGLEROT BELLISTRARS STAME FEANT CORDIDOR LAND

> > × 2000

This is a true copy of the records kept at New Mexico Highlands University

Parent's Name  Address  Las Vegas, New Mexico  Entrance Record: High School .MORA .HIGH Address MORA .NEW MEXICO  Place of Birth MORA, NEW MEXICO  GRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  Curricula Major ( Minor ( Graduation 5-18-73  Date of Graduation 5-18-73  Hist. Biol. Misc.  SSc. Phy.  F.Lang. Chem. Fotal	onferred June 4, 1979  um 1. 1) Elem.Bil.Ed. (2) 1) Spanish (2) ion Honors  as a true copy of the ds kept at New Mexico
Address  Date of Birth MORA, NEW MEXICO  GRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  Entrance Record:  High School .MORA .HIGH  Address MORA NEW MEXICO  Date of Graduation 5-18-73  Eng. Math. Typ.  Hist. Biol. Misc.  SSc. Phy.  F. Lang. Chem. Fotal	1) Elem.Bil.Ed. (2) 1) Spanish (2) ion Honors
Address  Date of Birth  MORA, NEW MEXICO  CRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  Entrance Record:  High School .MORA .HIGH  Address MORA .NEW MEXICO  Date of Graduation 5-18-73  Eng. Math. Typ.  Hist. Biol. Misc.  SSc. Phy.  SSc. Phy.  F.Lang.  Chem. Fotal	1) Spanish (2)
Date of Birth MORA, NEW MEXICO  Place of Birth MORA, NEW MEXICO  GRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  High School .MORA. 11111.  Date of Graduation 5-18-73  Date of Graduation 5-18-73  High School .MORA. 11111.  Address MORA NEW MEXICO  Bag. Math. Typ.  Hist. Biol. Misc.  SSc. Phy.  Hist. Biol. Misc.  SSc. Phy.  Hist. Biol. Misc.  F. Lang. Chem. Fotal	ion Honors
Place of Birth MORA, NEW MEXICO  GRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  Date of Graduation 5-18-73  Eng. Math. Typ.  Hist. Biol. Misc.  SSc. Phy.  F.Lang. Chem. Fotal	is a true copy of the
GRADING SYSTEM  A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  Hist. Biol. Misc.  SSc. Phy.  F.Lang. Chem. Fotal	an vant at Nav Mexico
A, Excellent; B, Above Average; C, Average; D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.  SSc. Phy. F.Lang. Chem. Potal	onferred Under Alth.
D, Passing; F, Failure; W, Withdrawn Passing; WF, Withdrawn Failing; I, Incomplete.	Minor
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75 200 CLASSROOM MUSIC 1 3 C 70 340 SPAN LANG	COL MATH PROGRAM 4 C G DEV LRN/GRADES 3 C 1/LIT-CIV SPAIN 3 C WRITING 0 W

Grade

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Dept. No.		Qtr. Hrs. Grade	Dept. 1	ło.	Title of Course	Qtr. Hrs.
70 220	ANAL SPANZENG BIL S	WTR 77 SET 3 B		ì		1
94 270 25 490	HUMAN GECGRAPHY INDEPENDENT STUDY	3 C 1 A				, ,
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70 112 95 240	EASIC SPANISH GRAMMADEVELOPMENTAL PSYCH	AR (RCY) (3) D 1 3 C				
70 432	HISP TRD 3/LIT-CIV (12HOURS 21H PTS 1	DF SW 3 C	<u> </u>			
F	PROBATION-LOW SCHOLAR		1		•	
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70 112 25 312	EASIC SPANISH GRAMM TEACHING SCI IN ELE	AR (Rep) (3)C				
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NMHU (	CONVERTED TO SEMESTER FALL, 1979	SYSTEM	Thị	ខ្មា	a true copy of the skept at New Mexico	
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					REGISTRAR	

# STATE OF NEW MEXICO

In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-A INSTRUCTIONAL LEADER K-8 ELEMENTARY LICENSE With Endorsement in Reading, TESOL and Bilingual Education

is issued to

RUBY E. MONTOYA

Effective from July 1, 2004 to June 30, 2013 Licensure Number: 091668

Secretary of Education

# STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B K-12 ADMINISTRATIVE LICENSE

is issued to

RUBY E. MONTOYA

Effective from July 1, 2004 to June 30, 2013

Licensure Number: 091668

Secretary of Education

April 11, 2012 Mrs. Esther tomero Human Resource Director Espanola Public Schools 714 Calle Don Diego Espanola, NM 87532 Mrs. Romero, Sollowing viccords from my personal. Transcripts Service records Enaluations for the following Achool years: 2010-2011 2011 - 2012 Thank you, Mrs. Kuby E. Zamera-Mentoya Principal. James H. Rodriquez Elementary-

## Ruby E. Zamora Montoya

P. O. Box 316 Espanola, NM 87532 505-929-3228

March 18, 2012

Mrs. Esther Romero Director of Human Resources Espanola Public Schools 714 Calle Don Diego Espanola, NM 87532

Dear Mrs. Romero

I am retiring from the Espanola Public Schools on June 14, 2012.

Sincerely,

Ruby E. Zamora Montoya

Mrs. Montoya

#### INTERIM SUPERINTENDENT

Arthur Blea

Email: arthur.blea@k12espanola.org
Website: www.k12espanola.org
714 Calle Don Diego
Española, New Mexico 87532
505-753-2254

505-753-2254 Fax 505-747-3514





#### **BOARD OF EDUCATION**

Floyd E. Archuleta, President Andrew J. Chávez, Vice President Ralph Medina, Secretary Pablo E. Lujan, Member Jose I. "Coco" Archuleta, Member

March 20, 2012

Ruby E. Zamora Montoya P.O. Box 316 Espanola, NM 87532

Dear Ms. Montoya

We have received your letter of intent to retire upon the completion of the 2011-2012 school wear as a Principal at James H. Rodriguez Elementary. Your letter of retirement has been presented to the Superintendent.

We share in your celebration of achieving retirement status.

Please verify your name and address so that we can include the information for your retirement gift and invitation to the retirement party at the end of the school year

Iff you would like to discuss your final check, benefits, retirement, etc, please call me for an appointment. I would also like to verify your years of experience.

I have also received your Educational Retirement Board Application and it has been verified and submitted to payroll and to the retirement board on March 20, 2012.

If there is anything we can do to help please let me know.

Sincerely,

Esther V. Romero

Human Resource Manager

#### INTERIM SUPERINTENDENT

Evelyn D. M. Maruska

Email:

evelyn.maruska@k12espanola.org Website: www.k12espanola.org

714 Calle Don Diego

Española, New Mexico 87532

505-753-2254 Fax 505-747-3514





#### **BOARD OF EDUCATION**

Andrew J. Chávez, President Pablo E. Lujan, Vice President Ralph Medina, Secretary Floyd E. Archuleta, Member Jose I. "Coco" Archuleta, Member

June 2, 2011

Dear Montoya, Ruby:

Evelyn Maruska, Interim Superintendent of the Española Public Schools, has approved your hire for the 2011-2012 school year as Principal @ JHRodriguez. The salary will be in accordance with the 2011-2012 salary schedule.

Your offer of employment is subject to the following contingencies which may result in withdrawal of this offer: 1) sufficient State & Federal funding; 2) materialization of projected enrollment; 3) licensure status; 4) completion of any applicable PGP or performance-related requirements that may apply; 5) reassignment needs of the District; 6) completion of a formal contract of employment which will contain the specific expectations and conditions of employment; and 7) any violation of board policy or law or other change in circumstances that impacts your ability to complete the requirements of the offered position.

If you accept this offer of employment, you also agree to provide the Superintendent with a written and timely notice if you plan to resign or retire (according to regulation). Failure to abide by those timelines may result in action against your license.

You are required to give the Superintendent a written notice of your acceptance or rejection of this offer of employment by June 12, 2011. Please sign and return this letter to the Human Resources Office before that date. Failure to comply with the given time frame will be interpreted as rejection of the employment offer and your position will be filled by another applicant.

Sincerely yours Esther V. Romer **Human Resources Manager** 

Please check one of the following and include all the required information below:
[X] I accept [ ] I reject employment with the Española Public Schools for the 2011-2012 school year.
Ruby Montaya Lungh Montaya Jame 3, 2011 Print Name Employee Signature Date
Pro. Box 314 Espanola, NM 87532  Mailing Address (please print)  Current Phone # 505 - 929 - 3228

#### **SUPERINTENDENT**

Janette Archuleta

Email:

janette.archuleta@k12espanola.org Website: www.k12espanola.org

714 Calle Don Diego

Española, New Mexico 87532

505-753-2254 Fax 505-747-3514





#### **BOARD OF EDUCATION**

Joann V. Salazar, President Floyd E. Archuleta, Vice President Andrew J. Chávez, Secretary Leonard J. Valerio, Member Jose I. "Coco" Archuleta, Member

April 12, 2011

#### Dear Ruby Montoya:

The Española Public Schools has approved your rehire for the 2011-2012 school year as **Principal @ San Juan.** The salary will be in accordance with the 2011-2012 salary schedule for this position.

Your offer of employment is subject to the following contingencies which may result in withdrawal of this offer: 1) sufficient State & Federal funding; 2) materialization of projected enrollment; 3) licensure status; 4) completion of any applicable PGP or performance-related requirements that may apply; 5) reassignment needs of the District; 6) completion of a formal contract of employment which will contain the specific expectations and conditions of employment; and 7) any violation of board policy or law or other change in circumstances that impacts your ability to complete the requirements of the offered position.

If you accept this offer of employment, you also agree to provide the Superintendent with a written and timely notice if you plan to resign or retire (according to regulation). Failure to abide by those timelines may result in action against your license.

You are required to give the Superintendent a written notice of your acceptance or rejection of this offer of employment by <u>April 26, 2011</u>. Please sign and return this letter to the Human Resources Office before that date. Failure to comply with the given time frame will be interpreted as rejection of the employment offer and your position will be filled by another applicant.

Sincerely yours,
Janette Archuleta, Superintendent

V
Please check one of the following and include all the required information below:
[X] I accept [] I reject employment with the Española Public Schools for the 2011-2012 school
Ruby E. Montoya Suly & Monty 4.19.2011 Print Name Employee Signature Date
P.o. Box 316 Española NM 87532  Mailing Address (please print)
3827 autoria Ct NW Alb NM 87/21 Physical Address
505. 929. 3228 Current Phone #

#### SUPERINTENDENT

Janette Archuleta Email: janette.archuleta@k12espanola.org Website: www.k12espanola.org 714 Calle Don Diego Española, New Mexico 87532

505-753-2254 Fax 505-747-3514





#### **BOARD OF EDUCATION**

Joann V. Salazar, President Floyd E. Archuleta, Vice President Andrew J. Chávez, Secretary Leonard J. Valerio, Member Jose I. "Coco" Archuleta, Member



June 8, 2010

#### Dear Ruby Montoya:

Janette Archuleta, Superintendent of the Española Public Schools, has approved your rehire for the 2010-2011 school year as Principal @ San Juan Elementary School. The salary will be in accordance with the 2010-2011 salary schedule for this position.

Your offer of employment is subject to the following contingencies which may result in withdrawal of this offer: 1) sufficient State & Federal funding; 2) materialization of projected enrollment; 3) licensure status; 4) completion of any applicable PGP or performance-related requirements that may apply; 5) reassignment needs of the District; 6) completion of a formal contract of employment which will contain the specific expectations and conditions of employment; and 7) any violation of board policy or law or other change in circumstances that impacts your ability to complete the requirements of the offered position.

If you accept this offer of employment, you also agree to provide the Superintendent with a written and timely notice if you plan to resign or retire (according to regulation). Failure to abide by those timelines may result in action against your license.

You are required to give the Superintendent a written notice of your acceptance or rejection of this offer of employment by June 22, 2010. Please sign and return this letter to the Human Resources Office before that date. Failure to comply with the given time frame will be interpreted as rejection of the employment offer and your position will be filled by another applicant.

> Bincerely yours, Martha Austin, Human Resources Assistant

Pl	ease check one of the following and include all the required information below:
	(   l accept [ ] I reject employment with the Española Public Schools for the 2010-2011 school
ye 77 Pr	gar.  4 by E. Montoye Felly & Zamana-Montaga Jame 9, 2010  int Name Employee Signature Bate
M	P.O. BOX 316 Española NM 87532 ailing Address (please print)
Pł	195 AB Prince Drive  nysical Address
Ci	<u> 105-929-3</u> 228 urrent Phone #

#### Kina Quintana

From:

Kina Quintana

Sent:

Thursday, July 16, 2009 3:28 PM

To:

Ruby Montoya

Subject:

Assignment for 2009/2010

Dear Mrs. Montoya,

We hope that you are having a great summer!

You have been assigned as Principal at ETS Fairview Elementary for School Year 2009/2010.

Sincerely,

Kina Quintana
Espanola Public Schools
Human Resources Department
714 Calle Don Diego
Espanola, NM 87532

505-367-3338 ext. 260

## \* Española \* Public Schools



COPY

#### **BOARD OF EDUCATION**

Mr. Leonard Valerio, President Mrs. Joann V. Salazar, Vice President Mr. Andrew J. Chávez, Secretary Mr. Floyd Archuleta, Member



Fax 505-753-2321

505-753-2254

714 Calle Don Diego

SUPERINTENDENT

Website: www.k12espanola.org

Espanola, New Mexico 87532

Dr. David L. Cockerham

May 12, 2009

Email: david.cockerham@k12espanola.org

#### Dear Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your employment for the 2009-2010 school year as: **Principal.** 

The salary will be in accordance with the 2009-2010 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with PGP (if applicable). 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

If you accept this offered employment, you also agree to provide HR with a written notice if you plan to resign or retire (according to regulation).

You are required to give my office a written notice of your acceptance or rejection of this offer of employment by May 15, 2009. Please sign and return this letter to the Human Resources office. Failure to comply with the given time frame will be interpreted as NON-ACCEPTANCE of employment.

Sincerely yours, Kina Quintana, HR Administrative Assistant

Please check one of the following and include all the required information below:

[Notation of the following and include all the required information below:

[Notation of the following and include all the required information below:

[Notation of the 2009-2010 school year.

[Notati

## \* Española \* Public Schools

#### **SUPERINTENDENT**

Dr. David L. Cockerham

Email: david.cockerham@k12espanola.org

Website: www.k12espanola.org

714 Calle Don Diego

Espanola, New Mexico 87532

505-753-2254 Fax 505-753-2321 Reaching for Excellence

#### **BOARD OF EDUCATION**

Mr. Andrew J. Chávez, President Mr. Leonard Valerio, Vice President Mrs. Joann Salazar, Secretary Mr. Floyd Archuleta, Member Mr. Joe Romero, Member

April 16, 2008

#### Dear Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your rehire for the 2008-2009 school year.

The salary will be in accordance with the 2008-2009 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with growth plan. 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

Sincerely yours

Kina Ouintana

HR Administrative Assistant

## Certificate of Attendance

## Ruby Montoya

has attended the

Sexual Harassment Prevention



wo-Hour Training Program on the Tenth day of Marchining in the Year of Two Thousand and Eight

Poms & Associates

Insurance Brokers, Inc.

3/ 95/400¢

**Garcia** Date

## \* Española \* Public Schools

#### SUPERINTENDENT

Dr. David L. Cockerham

Email: david.cockerham@k12espanola.org

Website: www.k12espanola.org

714 Calle Don Diego

Espanola, New Mexico 87532

505-753-2254 Fax 505-753-2321



#### BOARD OF EDUCATION

Mr. Andrew J. Chávez, President Mr. Leonard Valerio, Vice President Mrs. Joann V. Salazar, Secretary Mr. Joe Guillen, Member Mr. Joe Romero, Member



May 10, 2007

#### Dear Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your assignment for the 2007-2008 school year as: <u>Principal @ Eutimio T. Salazar Elementary.</u>

The salary will be in accordance with the 2007-2008 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with PDP and/or PGP. 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

If you accept this offered employment, you also agree to provide HR with a written notice if you plan to resign or retire (according to policy).

You are required to give my office a written notice of your acceptance or rejection of this offer of employment within ten (10) calendar days of receipt of this letter. Please sign and return this letter to the Human Resources office. Failure to comply with the given time frame will be interpreted as NON-ACCEPTANCE of employment.

Sincerely yours,
Edward Alarid, Assistant Superintendent

Please check one of the following and include all the required information below:
[ ] I accept [ ] I reject employment with the Española Public Schools for the 2007-2008 school year.
Ruby E Montoya Luly & Montoya 5/22/07 Print Name Employee Signature Date
Po Box 316 Espanela, NM 87532  Mailing Address (please print)
195 AB Prince Drive Physical Address
5/5 741-0363 Current Phone #

## ⋆ Española ≯ Public Schools

#### SUPERINTENDENT

Dr. David L. Cockerham
Email: david.cockerham@k12espanola.org
Website: www.k12espanola.org
714 Calle Don Diego
Espanola, New Mexico 87532
505-753-2254
Fax 505-753-2321



#### BOARD OF EDUCATION

Mr. Andrew J. Chávez, President Mr. Leonard Valerio, Vice President Mrs. Joann Salazar, Secretary



Dode

March 28, 2007

#### Dear Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your employment for the 2007-2008 school year as: **Principal**.

The salary will be in accordance with the 2007-2008 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with growth plan. 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

If you accept this offered employment, you also agree to provide my office with a written notice if you plan to resign or retire.

You are required to give my office a written notice of your acceptance or rejection of this offer of employment within ten (10) calendar days of receipt of this letter. Please sign and return this letter to the Human Resources office. Failure to comply with the given time frame will be interpreted that you reject this offer of employment.

Sincerely yours,

Lucia Sedillo

**Human Resources Officer** 

Please check on of the following:

[ ] I reject employment with the Española Public Schools for the 2007-2008 school year.

| Ruby E. Montoya | Substant | 3/30/07 |
| Print Name | Employee Signature | Date

## ⋆ Española ★ Public Schools

#### SUPERINTENDENT Dr. David L. Cockerham

Email: david.cockerham/@k12espanola.org
Website: www.k12espanola.org
714 Calle Don Diego

Espanola, New Mexico 87532 505-753-2254

505-753-2254 Fax 505-753-2321



#### **BOARD OF EDUCATION**

Mr. Joe Guillen, President

Mr. Leroy J. Salazar, Vice President

Mr. Ralph Medina, Secretary

Mr. Isaac Medina, Member

Mr. Joe Romero, Member

June 8, 2006

#### Dear Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your assignment for the 2006-2007 school year from: Principal @ Eutimo T. Salazar Elementary.

The salary will be in accordance with the 2006-2007 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with growth plan. 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

Sincerely yours,

Lucia Sedillo.

**Human Resources Officer** 

Icio Dedillo

## ⋆ Española ★ Public Schools

#### SUPERINTENDENT

Dr. David L. Cockerham
Email: david.cockerham & k12espanola.org
Website: www.k12espanola.org
714 Calle Don Diego
Espanola. New Mexico 87532
505-753-2254
Fax 505-753-2321



#### **BOARD OF EDUCATION**

Mr. Joe Guillen, President Mr. Leroy J. Salazar, Vice President Mr. Ralph Medina, Secretary

Mr. Isaac Medina, Member Mrs. Connie A. Valdez, Member

March 31, 2006

#### Dear Ms. Ruby Montoya:

Pursuant to HB212 (22-5-14 NMSA), Dr. David Cockerham, Superintendent of the Española Public Schools, has approved your employment for the 2006-2007 school year as: <u>Administrator for School Year 2006 / 2007.</u>

The salary will be in accordance with the 2006-2007 salary schedule for this position.

It shall be understood that your employment is conditional with the following contingencies: 1) Subject to the school district receiving sufficient State & Federal funds. 2) Subject to materialization of projected enrollment. 3) Comply with Licensure requirements if applicable. 4) Comply with growth plan. 5) Subject to reassignment, if need arises. 6) Signing a formal contract of employment which will contain the specific expectations and conditions of employment.

If you accept this offered employment, you also agree to provide my office with a written notice if you plan to resign or retire.

You are required to give my office a written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days of receipt of this letter. Please sign and return this letter to the Human Resources office. Failure to comply with the given time frame will be interpreted that you reject this offer of employment.

Sincerely yours,

Lucia Sedillo

**Human Resources Officer** 

Please check on of the following:

Lucia Dedillo

[ / I accept [ ] I reject employment with the Española Public Schools for the 2006-2007 school year

Print Name Employee Signature Date

Accredited by North Central Association of Universities Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER



Española Public Schools

District No. 45
714 Don Diego St.
Española, New Mexico 87532
Accredited by North Central Association of Universities
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

BOARD OF EDUCATION
Mr. Leroy J. Salazar, President
Mr. James Esparzo, Vice President
Mr. Ralph Medina, Secretory
Mr. Joe Guillen, Member
Mr. Isaac, Medina, Member

May 29, 2003

EA/fm

#### Dear Ruby Montoya:

Superimendent Edward Alarid has ratified your rehire or assignment as Principal at Velarde Elementary School.

All employment and hirings are contingent on the district receiving sufficient State and/or Federal funds.

Please complete the form portion of this letter and return this letter to the Human Resources Office within fifteen (15) days.

On behalf of the Española Public Schools Board of Education, Superintendent, personnel, students and parents, thank you for your dedicated service.

Sincerely,

Congliant

Edward Alarid

Director of Human Resources

T accept 1 do not accept \_\_\_\_ employment with the Española Public Schools for the 2003-2004 School Year

(NOTE: RETURN SIGNED LETTER AND KEEP A COPY FOR YOUR FILES.)



Española Public Schools
District No. 45
714 Don Diego St.
Española, New Mexico 87532

Accredited by North Central Association of Universities
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BOARD OF EDUCATION

Mr. Lercy J. Salazar, President Mr. James Esparza, Vice President Mr. Ralph Medina, Secretary Mr. Joe Guillen, Member Mr. Isaac Medina, Member

March 20, 2003

#### Dear Ruby Montoya:

Superintendent Guardiola's recommendation to rehire or assign you as <u>Principal - Unassigned</u> was approved by the Española Public Schools Board of Education at their March 18, 2003 meeting.

Your employment is contingent on approval of a licensure waiver for your job assignment. All employment and hirings are contingent on the district receiving sufficient State and/or Federal funds.

Please complete the form portion of this letter and return this letter to the Human Resources Office within fifteen (15) days.

On behalf of the Española Public Schools Board of Education, Superintendent Pancho Guardiola, personnel, students and parents, thank you for your dedicated service.

Sincerely,

Edward alarid by Im

**Director of Human Resources** 

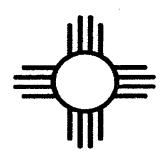
EA/fm

I accept \_\_\_\_ I do not accept \_\_\_\_ employment with the Española Public Schools for the 2003-2004 School Year.

Fuling & Morfaya March 27,03
Signature / Date

(NOTE: RETURN SIGNED LETTER AND KEEP A COPY FOR YOUR FILES.)

# STATE OF NEW MEXICO Department of Labor New Mexico Human Rights Division Training Certificate



time Von

Instructor:



#### Española Public Schools

District No. 45 714 Don Diego &T. ESPAÑOLA, NEW MEXICO 87532

Accredited by North Central Association of Universities. AN EQUAL OPPORTUNITY EMPLOYER

#### BOARD OF EDUCATION

Mr. Joe Guillen, President Mr. Leroy J. Salazar, Vice President Mr. Jose Benito Chavez, Secretary Mr. Alex M. Naranjo, Member Mr. Elias Coriz, Member

July 19, 2000

#### Dear RUBY E. ZAMORA-MONTOYA:

This is an official notice that our Board of education accepted the administrations' recommendation to employ you as 1ST GRADE TEACHER at SOMBRILLO ELEMENTARY SCHOOL for school year 2000-2001.

The action of our Board becomes contractually binding upon your written acceptance within fifteen (15) days after receipt of this letter. In addition, with your response, or promptly thereafter, you must submit (as applicable) to our Personnel Office.

Proper licensure for the position held:

Suitable evidence of date of birth

Official transcripts showing your education records and training

At your first opportunity come to the Personnel Office so that you can do necessary paper work: e.g. w-4 forms, etc.

Congratulations on your appointment.

Margaret Slus pay

Best personal regards,

Director of Human Resources	
Xc: Personnel file	
Mfg/fm	START DATE: 8/21/0
<b>V</b>	
I accept I do no	ot accept
Employment with the Espanola Public S	Schools for School Year 2000-2001
100	

Signature

1st Mando, Teacher

Cementary Dehod



# Certificate Of Completion

This is to certify that:

## Ruby Montoya

has completed 6 hours of the New Mexico 3-Tier Licensure Evaluation Training on September 7, 2004.

Vernon Jaramillo, Superintendent



# Española Public Schools District No. 45 714 Don Diego ST. ESPAÑOLA, NEW MEXICO 87532

Accredited by North Central Association of Universities.
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

#### BOARD OF EDUCATION

Mr. Joe Guillen, President Mr. Leroy J. &alazar, Vice President Mr. Jose Benito Chavez, &ecretary Mr. Elias Coriz, Member Mr. James Esparza, Member

#### Dear Ruby Montoya:

Superintendent Martinez' recommendation to rehire you for the School Year 2001-2002 was approved by the Española Public Schools Board of Education at their April 17, 2001 meeting. You were hired for the position of Teacher at Sombrillo Elementary School (182 days).

Pursuant to Section 22-10-11 NMSA1978, since you have not been employed with the District for a period of three years, the District is only able to extend an offer for a one year contract.

All employment and hirings are contingent on the district receiving sufficient State and/or Federal funds.

Please complete the form portion of this letter and return this letter to the Human Resource Office within fifteen (15) days or not later than June 12, 2001.

On behalf of the Española Public Schools Board of Education, Superintendent Wilfred Martinez, personnel, students and parents, thank you for your dedicated service.

Margaret Disks Day	
Margaret Flores Garza, Ph.D.	
Director of Human Resources	
MFG/fm	
I accept I do not accept employment with the 2001-2002 School Year.	Española Public Schools for the
Lilas & Montoya Bignature	5/29/0/ Date

(NOTE: RETURN SIGNED LETTER AND KEEP A COPY FOR YOUR FILES)



# Española Public Schools District No. 45 714 Don Diego ST. ESPAÑOLA, NEW MEXICO 87532

Accredited by North Central Association of Universities.
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

#### BOARD OF EDUCATION

Mr. Joe Guillen, President Mr. Leroy J. &alazar, Vice President Mr. Jose Benito Chavez, &ecretary Mr. Elias Coriz, Member Mr. James Esparza, Member

April 4, 2002

#### Dear Ruby Montoya:

Superintendent Martinez' recommendation to rehire you to <u>Principal – Velarde Elementary</u> <u>School</u> was approved by the Española Public Schools Board of Education at their April 3, 2002 meeting.

All employment and hirings are contingent on the district receiving sufficient State and/or Federal funds.

Please complete the form portion of this letter to the Human Resources Office within fifteen (15) days.

On behalf of the Española Public Schools Board of Education, Superintendent Wilfred Martinez, personnel, students and parents, thank you for your dedicated service.

Sincerely,	<b>A</b>		
ana	em		
Edward Alarid		•	
Director of Human Resour	ces		
EA/les	,		
I accept I do not acce 2003 School Year.	eptemployment with the	e Española Public S	schools for the 2002-

Rely & Mortog 4/5/02
Signature Date

(NOTE: RETURN SIGNED LETTER AND KEEP A COPY FOR YOUR FILES)

To whom It may Concern Que 3,2011 I would like to request Franscripts Dennie Record evaluations Copy & letter of intent Likese application Thank you Ruby &, Montaya

#### SUPERINTENDENT

Dr. David L. Cockerham Email:

david.cockerham@k12espanola.org Website: www.k12espanola.org

714 Calle Don Diego

Española, New Mexico 87532

505-753-2254 Fax 505-747-3514





#### **BOARD OF EDUCATION**

Mr. Leonard J. Valerio, President Ms. Joann V. Salazar, Vice President Mr. Andrew J. Chávez, Secretary

Mr. Floyd E. Archuleta, Member Mr. Jose I. "Coco" Archuleta, Member

June 11, 2009

Ruby Montoya PO Box316 Espanola, NM, 87532

Dear Ruby Montoya,

You have been invited to interview for the Human Resource Director. This position will offer a challenge with a chance to make a difference for the district. The interview will consist of two sections. The first section will require computer skills utilizing MS office tools. You will need to know how to access the internet, utilize quality typing skills, and be able to utilize these skills, which is part of your daily tasks. The other part is will be the interview with the committee which will last about thirty minutes.

At the interview please provide a contact phone number you can be reached this day. After all the interviews the committee will select candidate(s) to be interviewed by the superintendent in the late afternoon.

Interview time is:

8:00 AM

Computer Skill time is: 8:35 AM

Thank you,

Dr. David L. Cockerham

Dail Cochul

Superintendent/HR

Accredited by North Central Association of Universities Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER



## Espanola, New Mexico 2011-2012

AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

- 1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", a Certified Administrator, herein called Administrator, agree: and Montoya, Ruby E.
- 2. The Administrator shall be employed by the Superintendent for a period beginning 7/25/2011 and ending 6/11/2012, as of the School District. a Principal
- 3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
- 4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
- 5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
- 6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
- 7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
- 8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.
  - Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.
- 9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more per policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
- 10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary per year, payable in equal installments, less required or authorized deductions. of
- 11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

12. Espanola Public Schools 8/3/2011

Date

# ES NOLA PUBLIC SCHOOLS Human Resource Department

## **CHANGE ORDER/PAF**

	I CONTACTION				
	IFORMATION:				
Name of I	Employee Monto	ya, Ruby E.	Wo	ork Locatio	n JHRodriguez
Address	PO Box 316			ADN	ΛIN
	Espanola		Po	sition Prin	ncipal
	<u>NM</u> 87532	505-929-3228	Da	te of Birth	1954
CHANGI	E INFORMATION	•			
Change Change		Principal driguez Principal			
PAYROL	L INFORMATIO	N:			
Start Da	ate 7/25/201	1_	Schedule on/off	Principal	I
End Dat	te 6/11/201	2	Degree	MA	
Contrac	t Day 205	_	Hours	:	<u>18</u>
Hours/S	chedule	_	Years:		<u>32</u>
Type of S	Staff ADMINISTE	RATOR			
	Base Salary	# actual dys wrkd	Daily Amount	FTE	Actual Salary
	\$67,092.00	205	\$327.28	1	\$67,092.00
			Additional an	nount	\$0
			1 To	tal Salary	\$67,092.00
· · · · · · · · · · · · · · · · · · ·					
	ATURES:			(	
Kina QuintanaCrystal Garica			V. Romero	80/	
HR D	ate Entered in PAW	S	Human Reso	urce Manage	7/22/2011
Account	:# :-	110001112			C
				J. V.	15 lon loan
Busin	ness Manager	711		Superintar	dent 101
				Superintello	
		Date			, D



#### **ESPANOLA PUBLIC SCHOOL DISTRICT**

#### CERTIFIED ADMINISTRATOR'S CONTRACT

#### **SCHOOL YEAR 2010-2011**

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and **Ruby Montoya** a Certified Administrator, herein "Administrator," agree as follows:

- 1. The Administrator shall be employed by the Superintendent for a period beginning <u>7/23/2010</u>, and ending <u>6/8/2011</u>, as <u>Principal</u> of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, pursuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.

- 8. The administrator shall be entitled to \_20\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than <u>per policy</u> working days, but upon cancellation of this contract, no payment shall be made for more than <u>per policy</u> days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than <u>15</u> working days per year. Unused sick leave may be accumulated to a total of not more than <u>no limit</u> working days.
- 9. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of \$68,351.74 per year, payable in 26 installments, less required or authorized deductions. The first installment shall be due and payable on 8/13/2010.

Fund Code	Description	Amou	unt FT	E
			===	
	MA+18	\$68,686.80	100	
	Furlough Day	(\$335.06)	0	
			===	
		\$68,351.74	100	

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to implement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

**ESPANOLA PUBLIC SCHOOL DISTRICT** 

Superintendent of Schools

Date:

Date: 9/17/2010

## Española Public Schools Española, New Mexico 87532

Accredited by North Central Association of Universities. Colleges and Secondary Schools

AN EOUAL OPPORTUNITY EMPLOYER

Ruby Montoya

San Juan Principal

ilies. Base > 62,000 · ×

	AN EQUAL OPPORT	UNITY EMPLOTER	Enrollment	Out -> 7.	%
	Personnel A	CTION FORM	2	1,340.00	*
	August 2				
	- <b>9</b>			5 • 3 4 0 • 0 0 +	F Ž
Employee Ruby Montoya	Position Principal		<b>S</b>		
•			<b>t</b>	. , 340 - 00	4.
Initiator: Kina Quintana		@Site: San Juan Ele	training - 1	,000.00	+
			· // 67	,340.00	×
Has the position and employee been a Date the Superintendent took action.	approved by the Superin	tendent? 🗵 Yes 📋 N	Exp Factor -	<del>→</del> ,2·25	%
Time sheets required? Weekly	Bimonthly M	onthly	1	,515.15	*
. – .					
			68	• 855 • 15+	7
Signature of Authorized Administration	tor/Principal	Signat			)
Fees: From \$68,687 to \$68,855.15	Not to Exceed: \$68,855	.15			
Rate of pay	<u> </u>				
Reginning Date: 7/23/10					
Length of Services (# of Hrs.) 8 (# of					
Description of Services: From Princip	al at Eutimo T. Salazar Ele	mentary to Principal at S	San Juan Elementary		
CHECK ONE:					
This is an amendment to	the Employee's contract v	vith the District.			
[] m:	C 4.452 1 . 4.42 1	14 - 17 - 1 1 1			
	for additional duties beyon greement for those addition				
assignments).	. 0	ar during (rivi vouvillag), c	pomoor und outer on		
La C	Till.		2.7.16		
VERIFIED BY:  Asst. Supering	tendent's Designee's Sign	ature Date	8 -2 10		
(Also, Superior		aturo Bato	11		
FINAL APPROVAL:	4 Michaelen	8,	13/60		
Superintende	nt's/Designee's Signature	D	ite *		
The above-listed personnel action is su				ent. However, un	ıder
no circumstances shall the above-listed	•	,	ŕ		
CORRECTIONS: All of the above info				ect computation, i	the
School District reserves the right to ma	ike appropriate aajustment	s after consultation with	tne employee.		
		AL USE ONLY			
Payment date(s) for services are as	s follows:				
Function and Line item Number So	ource:				
Other:	<del></del>				
XC: Employee's Personnel File (HR)					
Employee				eaa/3-07	
	11000.2410.5	1100.0000-50	514.1112		
			———— <del>—</del>		

Española, New Mexico 87532
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Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM June 25, 2010

Employee Ruby Montoya	Position K-3 Principal	Social Security Number
Initiator: Ruby Montoya	@Site:	District wide
Has the position and employee been a Date the Superintendent took action? Time sheets required?   Weekly		? 🖂 Yes 🗌 No
Signature of Authorized Administrate	Lega or/Principal	Signature of Athletic Director (If applicable)
Description of Services: Fees: daily rate Not to Exceed: Rate of pay		
Beginning Date: 6/25/2010  Length of Services (# of Hrs.) (# of Other:	of Days)	
CHECK ONE:  This is an amendment to	the Employee's contract with the l	District.
		nployee's primary contract and will generate a new i.e. coaching, sponsor and other extra-curricular
VERIFIED BY:		
Asst. Superinte	endent of Operations/HR Signati	ure Date
FINAL APPROVAL: Superintenden	t's/Designee's Signature	
The above-listed personnel action is sub no circumstances shall the above-listed j		f the applicable employment agreement. However, under ne end of the current school year.
CORRECTIONS: All of the above infor School District reserves the right to make	•	nd in the event of an error or incorrect computation, the onsultation with the employee.
Payment date(s) for services are as t	FOR OFFICIAL USE follows:	ONLY
Function and Line item Number Sou		1300.1010.055053.162/
XC: Employee's Personnel File (HR) Employee		eaa/12-05

Española, New Mexico 87532

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Colleges and Secondary Schools

AN EQUAL OPPORTUNITY EMPLOYER

Revised

## Personnel **A**ction **F**orm

June 23, 2010

Employee Ruby Monto	ya Position Principal-ET Salazar	r Elem. Social Security Number	
Initiator: Eileen Ortega	de Ibarra @Site:	Office of Instruction	
Has the position and em Date the Superintenden Time sheets required?		? ⊠ Yes □ No	
Signature of Authorized	Administrator/Principal	Signature of Athletic Director (If appl	licable)
Description of Services: \$335.06 @ day Rate of pay	Not to Exceed: <u>\$335.06</u>		
Beginning Date: 6/10/201 Length of Services (# of I Other: Science Consortium	<u>l0</u> Hrs.) (# of Days) <u>1</u> m Training attended at Buffalo Thunder Resort f	for one day 6-10-2010.	
CHECK ONE:    This is an a	amendment to the Employee's contract with the	District.	
	mployment agreement for those additional duties	mployee's primary contract and will generate a new s (i.e. coaching, sponsor and other extra-curricular	
VERIFIED BY:	Asst. Superintendent of Operations/HR Signatu	ure Date	
FINAL APPROVAL: $\overline{S}$	uperintendent's/Designee's Signature	Date	
The above-listed personne no circumstances shall the	el action is subject to the terms and conditions of e above-listed personnel action extend beyond th	of the applicable employment agreement. However he end of the current school year.	r, under
	the above information is subject to verification a he right to make appropriate adjustments after c	and in the event of an error or incorrect computation consultation with the employee.	on, the
Payment date(s) for s	FOR OFFICIAL USE ervices are as follows:	E ONLY	
Function and Line ite Other:	m Number Source:		
XC: Employee's Personn Employee	nel File (HR)	eaa/I	2-05

Española, New Mexico 87532

Accredited by North Central Association of Universities,
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM

June 22, 2010

Employee Ruby Montoya Po	sition Principal-ET Salazar Elem.	Social Security Number
Initiator: Eileen Ortega de Ibarra	@Site: Office	of Instruction
Has the position and employee been appropriate the Superintendent took action? 6/1/2  Time sheets required? Weekly		es No
	<i>y</i>	
Signature of Authorized Administrator/Pr	incipal	Signature of Athletic Director (If applicable)
Description of Services:  Fees: (Daily Rate Not to Exceed: 1 day Rate of pay		
Beginning Date: 6/10/2010  Length of Services (# of Hrs.) (# of Da Other: Science Consortium Training attended)		day 6-10-2010.
CHECK ONE:  This is an amendment to the E	mployee's contract with the District	
		e's primary contract and will generate a new paching, sponsor and other extra-curricular  6 - 22-10
	nt of Operations/HR Signature	Date
FINAL APPROVAL: Superintendent's/D	esignee's Signature	Date
_	o the terms and conditions of the ap	plicable employment agreement. However, under
CORRECTIONS: All of the above informati School District reserves the right to make ap		ne event of an error or incorrect computation, the tion with the employee.
Payment date(s) for services are as follow	FOR OFFICIAL USE ONLY	ď
Function and Line item Number Source:	<del></del>	
Other:	<del></del>	
XC: Employee's Personnel File (HR) Employee		eaa/12-05

24154.1006.51100.1010.055006.1411

#### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2009-2010

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and **Ruby Montoya** a Certified Administrator, herein "Administrator," agree as follows:

- The Administrator shall be employed by the Superintendent per school year calendar, as <u>Principal</u>
  of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, pursuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.
  - Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.
- 8. The administrator shall be entitled to \_\_0\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_\_0\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit working days.
- Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of <u>\$68,687.00</u> per year, payable in 26 installments, less required or authorized deductions.
   The first installment shall be due and payable on 8/14/2009.

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to implement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

ESPANOLA PUBLIC SCHOOL DISTRICT

IV: Janeto (Mchu

Date: 8/10/09

Employee's signature

Date: 8//0/09

#### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2008-2009

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and Ruby Montoya a Certified Administrator, herein "Administrator," agree as follows:

- The Administrator shall be employed by the Superintendent per school year calendar, as <u>Principal</u>
  of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be canceled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, pursuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.
  - Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.
- 8. The administrator shall be entitled to \_\_o\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_o\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit working days.
- Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive
  a salary of <u>\$68,687.00</u> per year, payable in 26 installments, less required or authorized deductions.
  The first installment shall be due and payable on 8/15/2008.

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to implement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative quidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

ESPANOLA PUBLIC SCHOOL DISTRICT

8-6-07

Suly 6 Montoya
Employee's signature

Date: August 14, 2008

Española, New Mexico 87532
Accredited by North Central Association of Universities,
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

## Personnel Action Form

June 13, 2008

Employee Ruby Montoya	Position K-3 Plus Program Coordinate	or Social Security Number
Initiator: Ruby Montoya	@Site: ET Sala	nzar Elementary
Has the position and employee been a Date the Superintendent took action Time sheets required?	approved by the Superintendent? X Yes  The Bimonthly Monthly	s 🗌 No
Signature of Authorized Administra		Signature of Athletic Director (If applicable)
Description of Services: Fees: daily rate Not to Exceed: 0 Rate of pay	#330.38 daily rate	১
Beginning Date: 6/9/2008 Length of Services (# of Hrs.) (# Other:	‡ of Days) <u>25</u>	
CHECK ONE:  This is an amendment to	o the Employee's contract with the District.	
This personnel action is at-will employment a assignments).	s for additional duties beyond the Employee greement for those additional duties (i.e. co	's primary contract and will generate a new aching, sponsor and other extra-curricular
VERIFIED BY:  Asst. Superin	ntendent of Operations/HR Signature	Date
FINAL APPROVAL:	ent's/Designee's Signature	6-/3-01 Date
no circumstances shall the above-liste	ed personnel action extend beyond the end o	plicable employment agreement. However, under of the current school year.
CORRECTIONS: All of the above in	formation is subject to verification and in th nake appropriate adjustments after consulta	ne event of an error or incorrect computation, the
Payment date(s) for services are a	FOR OFFICIAL USE ONLY	Y
Function and Line item Number 9 Other:	Source: $\frac{2716610005130040200550531621}{\sqrt{\chi}}$	119
XC: Employee's Personnel File (HR) Employee	)	eaa/12-05

#### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2007-2008

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and **Ruby Montoya** a Certified Administrator, herein "Administrator," agree as follows:

- 1. The Administrator shall be employed by the Superintendent per school year calendar, as <a href="Principal {205 days">Principal {205 days</a>) ETS Fairview of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shalll continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insobordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, persuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditons contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.

- 8. The administrator shall be entitled to \_-0-\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_-0-\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit working days.
- Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of <u>\$67,728.00</u> per year, payable in 26 installments, less required or authorized deductions.
   The first installment shall be due and payable on 8/13/2007.

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to emplement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative quidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

**ESPANOLA PUBLIC SCHOOL DISTRICT** 

Superintendent of Schools

Employee's signature

Sept. 6.07





Española, New Mexico 87532
Accredited by North Central Association of Universities,
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM

August 14, 2007

Employee Ruby Montoya	Position Arts Coordinator	Social Security Number
Initiator: Dr. Cockerham	@Site: Di	istrictwide
Has the position and employee been a Date the Superintendent took action. Time sheets required? Weekly	approved by the Superintendent? [? 	Yes No
Signature of Authorized Administra	tor/Principal	Signature of Athletic Director (If applicable)
Description of Services: Fees: \$4,410.00 Not to Exceed: _ Rate of pay		
Beginning Date: 7/1/2007 Length of Services (# of Hrs.) (# Other:	of Days)	
CHECK ONE:  This is an amendment to	the Employee's contract with the Dis	strict.
		loyee's primary contract and will generate a new .e. coaching, sponsor and other extra-curricular
VERIFIED BY:	And and of One of the MID Company	Divi
FINAL APPROVAL:	tendent of Operations/HR Signature	Date  Date  Date
The above-listed personnel action is su no circumstances shall the above-listed	bject to the terms and conditions of the dependence of the depende	ne applicable employment agreement. However, under end of the current school year.
CORRECTIONS: All of the above info School District reserves the right to ma	ormation is subject to verification and ake appropriate adjustments after con	l in the event of an error or incorrect computation, the sultation with the employee.
Payment date(s) for services are as	FOR OFFICIAL USE C	DNLY
Function and Line item Number Son Other: Arts in Education	ource: <u>11000.1000.51300.1020.05500</u>	
XC: Employee's Personnel File (HR) Employee	U V	eaa/12-05





Española, New Mexico 87532
Accredited by North Central Association of Universities,
Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM

**December 4, 2006** 

Employee Ruby Montoya	Position	Principal	Social Security Number
Initiator: Lucia Sedillo			@Site: Eutimo T. Salazar Elementary
Has the position and employee be Date the Superintendent took act Time sheets required?	ion?		
Signature of Authorized Adminis	trator/Principal		Signature of Athletic Director (If applicable)
Description of Services: Fees: \$4,200.00 Not to Excee Rate of pay	d: <u>\$4,200.00</u>		
Beginning Date: 8/14/2006 Length of Services (# of Hrs.) Other: Arts Coordinator District W	(# of Days) ide for School Year		
CHECK ONE:  This is an amendment	nt to the Employee's	contract with the	he District.
			Employee's primary contract and will generate a new ties (i.e. coaching, sponsor and other extra-curricular
VERIFIED BY:	rintendent's/Desig		Doto
FINAL APPROVAL:	dent's/Designee's		Date  12-4-0h  Date
The above-listed personnel action i	s subject to the term	s and condition	s of the applicable employment agreement. However, under d the end of the current school year.
	information is subje	ect to verificatio	on and in the event of an error or incorrect computation, the
Payment date(s) for services ar		R OFFICIAL U	JSE ONLY
Function and Line item Number Other:	er Source:		
XC: Employee's Personnel File (H	TR)		
Employee STersonner The (Tr	<del></del> -,		ena/11-06

(Revised for HB 212)



### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2006-2007

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and Ruby Montoya a Certified Administrator, herein "Administrator," agree as follows:

- 1. The Administrator shall be employed by the Superintendent per school year calendar, as <a href="Principal (ETS Fairview Elementary">Principal (ETS Fairview Elementary)</a> of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insobordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, persuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.
  - Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.
- 8. The administrator shall be entitled to \_\_0\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_0\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit\_ working days.
- Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of <u>\$66,097.00</u> per year, payable in 26 installments, less required or authorized deductions.
   The first installment shall be due and payable on 8/4/2006.

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to emplement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

**ESPANOLA PUBLIC SCHOOL DISTRICT** 

Superintendent of Schools

Date: 1 - 0 4

Employee's signature

Date: Dept 29, 2006

Española, New Mexico 87532
Accredited by North Central Association of Universities.
Colleges and Secondary Schools
AN EQUAL OPPORTUNITY EMPLOYER

## Personnel Action Form

June 5, 2006

Employee Ruby Montoya	Position Principal	Social Security Number 4508
Initiator: Lucia Sedillo	@Site:	ETS Fariview Elementary
Has the position and employee been a Date the Superintendent took action? Time sheets required?   Weekly		?  Yes  No
Signature of Authorized Administrato	or/Principal	Signature of Athletic Director (If applicable)
Description of Services: Fees: \$64,897.21 + \$1,000.00 = \$65,897 Rate of pay	.21 Not to Exceed: \$65,897	.21
Beginning Date: 8/1/2005  Length of Services (# of Hrs.) (# of Other: Correction to Contract (Verified and Inc.)		
CHECK ONE:  This is an amendment to the contract of the contra	the Employee's contract with the	District.
		mployee's primary contract and will generate a new s (i.e. coaching, sponsor and other extra-curricular
VERIFIED BY: Asst. Superinte	ndent of Operations/HR Signat	Date Date
FINAL APPROVAL: Superintendent	r's/Désignée's Signature	6-5-0L Date
The above-listed personnel action is sub no circumstances shall the above-listed p		f the applicable employment agreement. However, under he end of the current school year.
CORRECTIONS: All of the above infor School District reserves the right to make		and in the event of an error or incorrect computation, the consultation with the employee.
Payment date(s) for services are as t		
Function and Line item Number Sou Other:	ırce: //000.0	2,1112.08 nce/ 6/5/2006
wa na lada a	Ora	nce 6/5/2006
XC: Employee's Personnel File (HR) Employee		eas/12-05

#### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2005-2006

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and Ruby Montoya a Certified Administrator, herein "Administrator," agree as follows:

- The Administrator shall be employed by the Superintendent per school year calendar, as <u>Principal ETS Fairview</u> of the School District.
- The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shalll continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insobordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, persuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.

- 8. The administrator shall be entitled to \_\_o\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_oe policy working days, but upon cancellation of this contract, no payment shall be made for more than \_oe days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_oe policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit working days.
- Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive
  a salary of <u>\$65,397.21</u> per year, payable in 26 installments, less required or authorized deductions.
  The first installment shall be due and payable on 8/19/2005.

In the event that the Administrator is employ on a two (2) year contract, Subsection H of Soon 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment ractors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to emplement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

ESPANOLA PUBLIC SCHOOL DISTRICT

January 13, 2006

## Española Public Schools District No. 45 Española, New Mexico 87532

Accredited by North Central Association of Universities, Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM September 12, 2005

Initiator: Frances Frazier	@ Site: Instruction Curriculum
Verified by: Corine S. Salazar	
Verified by: Irinula Mehan	Signature of Athletic Director (If applicable)
	Signature of Director/Principal (If applicable)
The Contractor, <u>Ruby Montoya</u> and the Española Pub into the following contractual agreement:	blic Schools, henceforth referred to as Employer, agree to enter
Description of Services: Arts in the School Coordina	ator. See attached Arts Coordinator Job Description.
Length of Agreement: Beginning Date: July 1, 2005 Fees: \$4,000 to be paid in increments of \$2,000 at the	Ending Date: May 26, 2006 ne end of December, 2005 and \$2,000 at the end of May, 2006.
Other:	
Has the position and contractor been approved by the Date the Superintendent took action?  Time sheets required? Yes No Weekly  Verified by: Edward Alarid, HR Director  Sign  Contractor's or Employee's Signature	5
Superintendent's or Designee's Signature	Date
TERMINATION OF AGREEMENT: This agreement	nt may be terminated by either party pursuant to contract.
	onditions of the agreement are subject to verification, and in the event of any tents will be subject to applicable federal and state laws and state and local
Payment date(s) for services are as follows: Every 2 Española Public Schools beginning July 1, 2004 throu	weeks following the payroll schedule for 12 month employees with the bugh June 30, 2005.
FOR	R OFFICIAL USE ONLY
Function and Line item Number Source: 11000.01.12 Other:	211.08.070
XC: Human Resources DHR	Revised 1/5/2004 Is

## Española Public Schools District No. 55 Española, New Mexico 87532

Accredited by North Central Association of Universities, Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM July 13, 2005

Initiator: Emily Montoya	@ Site: Reading First/Assessments
Verified by:	
•	Signature of Athletic Director (If applicable)
Verified by:	glannie S Marz
•	Signature of Director/Principal (If applicable)
The Contractor, Ruby E. Montoya	
and the Española Public Schools, henceforth referred	to as Employer, agree to enter into the following contractual
agreement:	
Description of Services: Constructing an Effective	Framework for Reading First School year 2005-2006
July 11 thur July 15, 2005. Kathyln Million consul	
Length of Agreement:	
Beginning Date: July 11, 2005	Ending Date: July 15, 2005
Fees: \$20.00 stipend \$160.00 x 5 days TOTAL \$800.	00 Time 8:00 thur 5:00 with 1 hour for lunch.
Other:	
Has the position and contractor been approved by the	Superintendent? X Yes No
Date the Superintendent took action?	
	Bimonthly Monthly
Verified by: Edward Alarid	d Ward Qu 15
Signature of Assis	tant Superintendent of Operations/HR Verifying PAF
Luly 6, Montage .	-4508 July 15,05
Contractor's or Employee's Signature Social	Security Number Date O
•	
G	
Superintendent's or Designee's Signature	Date
TERMINIATION OF ACREMENT. This agreemen	t may be terminated by either party pursuant to contract.
TEMPHIATION OF AGREEMENT. This agreement	it may be terminated by entiter party pursuant to contract.
CORRECTION(S) TO THE AGREEMENT: The con-	nditions of the agreement are subject to verification, and in the event of any
	nts will be subject to applicable federal and state laws and state and local
school board regulations as they may exist.	ns was be subject to appricable jeach as and state taws and state and tocas
boroot oour a regulations as incy may exist.	
Payment date(s) for services are as follows:	و من ∀:
1 L) 11011 Line (b) 101 001 1100 Line III L	
FOR	OFFICIAL USE ONLY
	_
Function and Line item Number Source: 24167-01-5	114-00-0000
Other:	
VO. II D	
XC: Human Resources DHR	Revised 1/5/2004 Is

X-DUTY TIME SHEET

Month Account:

تبريح						
	ווארב טד טטווא	DATE	TIME-IN	TIME-OUT	TOTAL TIME	
1	Constructing an				:	
2	Effective Francework					
3	for Reading First					
4	School year 05-06	7-11-05	8:00	5:00	8	
5	0	7-12-05	8:00	5:00	8	
5		7-13-05	8:00	5:00	8	
7		7-14-05	8,00	5100	8	
8		7-15-05	8:00	5:00	8	
9						
10				•		
11						
12		·		-		
13						
14		·				
15						
16						
17	,					
18						
19						
20						
21						
					() 5	

Certification:

I certify that these services have been rendered

as stated and that payment is due and payable.\*

Total hours:

Hourly rate:

Total Amount:

Date:

Use ONLY this time sheet for ALL X-duty. X-duty is paid on the second Payroll of the month.

Time sheets are due on the 5th day of the month for the previous month's duty.

Time sheets recieved after the 5th will be paid the following month.

\*Falsilying time sheets is in violation of state\_statute and may be subject to legal action and/or dismissal.

		•	
0.00	*		
		Española Public Schools	
3,279.00	+	District No. 55	
2,800.00	+	Española, New Mexico 87532	
6,079.00	*	Lispaniosay 1. Cir iriadico di Soll	
0,019.00		edited by North Central Association of Universities,	
2 22		Colleges and Secondary Schools	
0 • 00	*	AN EQUAL OPPORTUNITY EMPLOYER	
		PERSONNEL ACTION FORM December 3, 2004	
Initiator: Lucia Sed	lillo	@ Site: Human Resources	$\frac{1}{T}$
Verified by:			·
Verified by:		Signature of Athletic Director (If applicable)	
The Contractor, Ruby into the following con		Signature of Director/Principal (If applicable) Española Public Schools, henceforth referred to as Employer, ag ::	
Description of Service (pro-rated from Octob			
Length of Agreement: Beginning Date: Octo Fees: \$4,000 ÷ 183 d	ober 1, 2007	Ending Date: <u>May 27, 2005</u> <u>days=\$3,279.00</u> + 2800.00  (adddona) to Be paid fr	om ) [
Other: 50% in Decem	nber 2004 (\$1,639.5	(adddona) to Be paid from 1 and 50% in May 2005 (\$1,639.50) 10000.01.15  PAIP 50% April 50%	211.08.070), May
Date the Superintende	ent took action? No	proved by the Superintendent? X Yes No	
Verified by: Edward	d Alarid, HR Dire	Signature of HR Director Verifying PAF	1 2 Might
Contractor's or Emp	Monford ployee's Signature	Social Security Number Date	
21		17/10/1001	
Superintendent's or	Designee's Signatu	Date Date	
•	3 2	his agreement may be terminated by either party pursuant to cor	ntract.
	nputation, appropri	ENT: The conditions of the agreement are subject to verification iate adjustments will be subject to applicable federal and state list.	
Payment date(s) for se	ervices are as follov	ws:	
		FOR OFFICIAL USE ONLY	
Function and Line iter Other:	m Number Source:	01.1211.08.070 11000.0 <del>2.1211.08.07</del> 9	
XC: Human Resource	es DHR	· · · · · · · · · · · · · · · · · · ·	evised 1/5/2004 ls

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## Española Public Schools District No. 45 Española, New Mexico 87532

Accredited by North Central Association of Universities, Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

### PERSONNEL ACTION FORM September 12, 2005

Initiator: Frances Frazier	@ Site: Instruction Curriculum
Verified by: Corine S. Salazar /	
Verified by: Granus Allem	Signature of Athletic Director (If applicable)
	Signature of Director/Principal (If applicable)
The Contractor, Ruby Montoya and the Española Pub	lic Schools, henceforth referred to as Employer, agree to enter
into the following contractual agreement:	
Description of Services: Arts in the School Coordina	tor. See attached Arts Coordinator Job Description.
Length of Agreement: Beginning Date: July 1, 2005 Fees: \$4,000 to be paid in increments of \$2,000 at the	Ending Date: May 26, 2006 e end of December, 2005 and \$2,000 at the end of May, 2006.
Other:	
Has the position and contractor been approved by the Date the Superintendent took action? 9/00/09 Time sheets required? Yes No Weekly	Superintendent?  Yes  No  Bimonthly  Monthly
Verified by: Edward Alarid, HR Director Sign	Lucia Sedello nature of HR Director Verifying PAF
Guly 6: Montoga Contractor's or Employee's Signature Social	- 4508 <u>Syst, 13,</u> 05 Security Number Date
Sh Carl	9-24-02
Superintendent's or Designee's Signature	Date
TERMINATION OF AGREEMENT: This agreement	at may be terminated by either party pursuant to contract.
	nditions of the agreement are subject to verification, and in the event of any ents will be subject to applicable federal and state laws and state and local
Payment date(s) for services are as follows: Every 2 s Española Public Schools beginning July 1, 2004 throu	weeks following the payroll schedule for 12 month employees with the 12 month and 2005.
EAN	OFFICIAL LISE ONLY
	OFFICIAL USE ONLY via ,08 ,070
Function and Line item Number Source: 11000.01.45	1 & パ 0 , 0 , 0 , 0 , 0 <del>) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </del>
Other: Wancky 9/	98/05
VC II DO DID	~ /

Revised 1/5/2004 ls

XC: Human Resources DHR

## ESPAÑOLA PUBLIC SCHOOLS

#### **HUMAN RESOURCES**

Office of the Director ADMINISTRATIVE COMPLEX 714 CALLE DON DIEGO ESPAÑOLA, NM 87532

**POSITION:** 

**Elementary Arts Coordinator** 

**OUALIFICATIONS:** 

Under the direction of the Associate Superintendent of Finance, plans, coordinates and supervises the arts program.

- 1. New Mexico Administrators License.
- 2. Experience in implementing an Arts Education Program.
- 3. Experience in funding of Grants and Finance.

#### PERFORMANCE RESPONSIBILITIES:

- 1. Plans, coordinates, implements and monitors all aspects of the Española Public Schools Arts Program including, but not limited to curriculum development, and implementation.
- 2. Schedule or assist in scheduling facility and facility grounds activities as related to the Arts Program including, but not limited to set up areas for programs or activity utilization and assist with general cleaning, as necessary.
- 3. Supervise Art Program staff, including, but not limited to staff selection, assignment, supervision, and evaluation.
- 4. Oversee and manage the assigned budget for the Art Program.
- 5. Maintain employee schedules and approve employee timesheets.
- 6. Coordinate the maintenance of program records of activities and program participation such as daily attendance and staff assignments.
- 7. Gather relevant reports and data as needed for reports with are required by the U. S. Department of Education and the NM State Department of Public Education.
- 8. Assist in the planning, scheduling and supervision of field trips, including scheduling of transportation.
- 9. Coordinate volunteer programs including the coordination of volunteers.

- 10. Generate requisitions and purchase orders for expenditures in assigned program.
- 11. Attend conferences and staff meetings as needed.
- 12. Locate and write grants
- 13. Other duties as assigned.

NM Teacher License required. Successful experience preferred. PED Licensure at: http://www.sde.state.nmm.us

The following is required in the applicant's packet:

- 1. EPS job application apply at: www.k12espanola.org
- 2. Resume and three professional letters of reference
- 3. Copies of university transcripts and New Mexico teaching license.

TERM OF EMPLOYMENT:	9 months
SALARY AS PER SCHEDULE:	Depending on grant funding
REVIEWED AND AGREED TO	BY:
APPROVED:	

## Española Public Schools District No. 55 Española, New Mexico 87532

Accredited by North Central Association of Universities, Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM September 9, 2005

Initiator: Veronica Ortiz	@ Site: Eutimo T. Salazar Elementary
Verified by:	**************************************
	Signature of Athletic Director (If applicable)
Verified by: Ruby Montoya	( With GC of lat Hustat Pinos
	Signature of Director/Frincipal (If applicable)
	blic Schools, henceforth referred to as Employer, agree to enter
into the following contractual agreement:	
Description of Services: At Plus training from 3:00	pm to 7:00 pm @ school site
Length of Agreement:	F 1 D . C . 1 14 2005
Beginning Date: September 14, 2005	Ending Date: September 14, 2005
Fees: \$15.63 an hr for 4 hrs totaling \$62.50	
Other:	
Has the position and contractor been approved by the	Superintendent? X Yes No
Has the position and contractor been approved by the Date the Superintendent took action?	05 /
Time sheets required?   ☐ Yes ☐ No ☐ Weekly	□ Bimonthly □ Monthly
نيم بر کم	a lad on the
	a Sedello, HRS
Signature of Assist	ant Superintendent of Operations/HR Verifying PAF
A Maria	1500 114-15
Luly 4 Million	1-4508 11-4-05
Contractor's or Employee's Signature Social	Security Number Date
J() $J()$	11-7-0-
Superintendent's or Designee's Signature	Date
Superintendent's of Designee's Signature	Date
TERMINATION OF AGREEMENT: This agreemen	t may be terminated by either party pursuant to contract.
i ballima i de la companya i ma uga comon	that to terminate of time. Party pareaunt to terminate
CORRECTION(S) TO THE AGREEMENT: The cor	nditions of the agreement are subject to verification, and in the event of any
	nts will be subject to applicable federal and state laws and state and local
school board regulations as they may exist.	<b>y</b> 11
Payment date(s) for services are as follows:	1.1.100
	Date:
FOR	OFFICIAL USE ONLY
	Received by:
Function and Line item Number Source: 11-000-02-5	114 Employee Training Please Initial)
Other: 24/35.01.14/1.08	
Other: 24/35.01.14/1.08  XC: Human Resources DHR 07 11/7/03	D 1.11/2/2001
AC: Human Resources DHR 00 11/1/03	Revised 1/5/2004 Is



# CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2004-2005 and 2005-2006 [First of Two Year Contract]

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and **Ruby Montoya** a Certified Administrator, herein "Administrator," agree as follows:

- 1. The Administrator shall be employed by the Superintendent for a period beginning 07/28/2004, and ending 06/10/2006, as **Principal FV ETS** of the School District.
- 2. The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insobordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, persuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.

- 8. The administrator shall be entitled to \_\_O\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_O\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy\_ working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit\_ working days.
- 9. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of <u>\$63,507.00</u> per year, payable in 26 installments, less required or authorized deductions. The first installment shall be due and payable on 08/20/2004.

In the event that the Administrator is employ on a two (2) year contract, Subsection H ection 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to emplement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

ESPANOLA PUBLIC SCHOOL DISTRICT

Y:\_\_\_\_\_\_

Date:\_\_\_\_\_

Date: 109, 04

## Española Public Schools District No. 55 Española, New Mexico 87532

Accredited by North Central Association of Universities, Colleges and Secondary Schools AN EQUAL OPPORTUNITY EMPLOYER

## PERSONNEL ACTION FORM December 3, 2004

Initiator: Lucia Sedillo	@ Site: Human Resources
Verified by:	
Verified by:	Signature of Athletic Director (If applicable)
•	Signature of Director/Principal (If applicable)
The Contractor, <u>Ruby Montoya</u> and the Española Pu into the following contractual agreement:	ablic Schools, henceforth referred to as Employer, agree to enter
Description of Services: Arts in the Schools Coordi (pro-rated from October 1, 2004 to May 27, 2005)	nator
Length of Agreement:  Beginning Date: October 1, 2007  Fees: \$4,000 ÷ 183 days=\$21.86 x 150 days=\$3,279	Ending Date: <u>May 27, 2005</u> 9.00
Other: 50% in December 2004 (\$1,639.50) and 50%	% in May 2005 (\$1,639.50)
Has the position and contractor been approved by th Date the Superintendent took action? November 30, Time sheets required?   Yes No Weekly	2004
Verified by: Edward Alarid, HR Director	gnature of HR Director Verifying PAF
Contractor's or Employee's Signature Socie	4508 Date :03, 04
Superintendent's or Designee's Signature	12/15/04/ Date
TERMINATION OF AGREEMENT: This agreement	ent may be terminated by either party pursuant to contract.
	onditions of the agreement are subject to verification, and in the event of any nents will be subject to applicable federal and state laws and state and local
Payment date(s) for services are as follows:	
FOI	R OFFICIAL USE ONLY
Function and Line item Number Source: Other:	
XC: Human Resources DHR	Revised 1/5/2004 ls

## SUPERINTENDENT

Mr. Vernon Jaramillo www.k12espancla.org 714 Calle Don Diego Española, New Mexico.87532 753-2254 Fax: 753-2321

# \* Española \* Public Schools \* \* \*

## BOARD OF EDUCATION

Mr. James Esparza, President Mr. Joe Guillen, Vice President Mr. Ralph Medina, Secretary Mr. Leroy J. Salazar, Member Mr. Isaac Medina, Member

# REQUEST FOR PAYMENT FOR SERVICES RENDERED

**Reaching for Excellence** 

PAYEE:	Luby G. M.	ontoya		·
ADDRESS:	9.0. BOX 31	6 Espano	la, NM 87	532
SOCIAL SEC	URITY NUMBER:	-45	08	
	DESCRIPTION OF SERVICE	CES RENDERED (IN	CLUDE DATES):	
Oct 1. c	4 - Dec - 04	arts pe	rgiam	
plans	ring Quelu	ding Dus	enner of	'or
Prin	espals	U		
	<i>V</i>			
	I CERTIFY THE ABOVE RI AND JUST AND THAT PA			
Luky	6. Montona PAYEE SIGN	- Ale	015,04 DATE	
<i>O</i>				
APPROVED:	(h			
SITE:	<u>CJ.</u>			>

## Vst.

#### ESPANOLA PUBLIC SCHOOL DISTRICT

#### CERTIFIED ADMINISTRATOR'S CONTRACT SCHOOL YEAR 2003-2004

AUTHORITY: This contract is issued pursuant to section 22-5-14, 22-2-1 and 22-10-11, New Mexico Statutes Annotated, and applicable regulations of the New Mexico State Board of Education.

The Superintendent of the ESPANOLA PUBLIC SCHOOL DISTRICT, Espanola, New Mexico, herein "the School District," and Ruby Montoya a Certified/Administrator, herein "Administrator," agree as follows:

- 1. The Administrator shall be employed by the Superintendent for a period beginning 8/4/2003, and ending 6/16/2004, as **Principal** of the School District.
- 2. The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District, and abide by the rules and regulations of the State and Local Boards of Education.
- 3. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Education as they may exist. This contract may be cancelled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insobordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 4. This contract my also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of insufficient legislative appropriation or authorization being made by the state and or federal government for the performance of this contract, in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education. The Superintendent maintains the right to reassign the Administrators, persuant to House bill 212.
- 5. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Administrator's license.
- 6. The Administrator will give the Superintendent the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State and Local Boards of Education.
- 7. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student academic achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools is required for the fulfillment of these duties. The Espanola Public School District will only address additional compensation, where required to do so as a matter of law or pursuant to State Department of Education regulation or directive.

- 8. The administrator shall be entitled to \_\_O\_ working days per year as annual leave with pay. Unused annual leave may be accumulated to a total of not more than \_per policy working days, but upon cancellation of this contract, no payment shall be made for more than \_O\_ days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than \_per policy working days per year. Unused sick leave may be accumulated to a total of not more than \_no limit\_ working days.
- 9. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of <u>\$57.996.00</u> per year, payable in 26 installments, less required or authorized deductions. The first installment shall be due and payable on 8/22/2003.

In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.8 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Education. Notwithstanding the above, the Superintendent shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the School District meets conditions as specified by the legislature of New Mexico, to emplement salary adjustments during the school year in accordance with a salary schedule adopted for the School District in accordance with the legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Education.

ESPANOLA PUBLIC SCHOOL DISTRICT

Superintendent of Schools

Date: 69.08-03

July & Montage Employee's signature

Date: 9 - 29 - 03



#### ESPANOLA PUBLIC SCHOOLS **EMPLOYEE CONTRACT** 2002-03



### TEACHER CONTRACT ISSUED BY ESPANOLA PUBLIC SCHOOLS

MONTOYA, RUBY E.

Job

**PRINCIPAL** 

Pay

VEL

SSN:

-4508

Hire

Position Information,

Position

PRINC VEL

7/05/02 Start Day 205

06/17/03 End

Amount 56,821.00

Work Department

**PRINC** 

FT

Contract Certified

Hrs/Day: Daily rate

277.18

Percent:

100.00%

Salary

PRINCIPAL 02-03

[Year 23] [MA 15]

Addenda Information

Addenda Type Description

Budget Code:

11000-02-1112-13

Start

End

Amount

Day

Total 56,821.00

The Board of Education of Espanola, New Mexico, herein called Board, and the employee named above, herein called Instructor, agree:

- A. The Board employs the Instructor for the school year 2002-2003, beginning August 19, 2002, and ending on the date specified by the Board in its calendar for the 2002-2003, school year, subject to adjustment for required makeup days.
- B. The Instructor shall present him/herself for duty at such times and places as designated by the superintendent or his/her authorized personnel.
- C. In accordance with the Board's approved salary schedule, for use during the school year 2002-2003, the Instructor's salary based upon the following factors: All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with the Instructor. The contract salary for the school year 2002-2003 shall be paid the Instructor in 26 installments, with the first installment due and payable on September 06, 2002. The contract for the school year 2002-2003, is based upon a school year of: 177 teaching days plus 6 non-teaching days for a total of 183 working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board. In the event that the Instructor is employed on a two (2) or three (3) year contract, Subsection C. of Section 6.66.2.8 NMAC may be amended in the second and/or third year (s) to reflect any appropriate district salary adjustment factors. The Board may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school Year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the State Department of Public Education. Notwithstanding the above, the Board shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated if the school district meets conditions as specified by the Legislature of New Mexico, to implement salary adjustments during the school year in accordance with a salary schedule adopted by the Board in accordance with the Legislative guidelines for that year. Any adjustment is subject to budgetary approval by the State Department of Public Education.
- D. The contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State and Local Boards of Educations as they may exist. This Contract may be cancelled by the Board for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico statutes and any applicable rules and regulations of the State and Local Boards of Education.
- E. This contract may also be cancelled by the Board for cause not personal to the Instructor when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the State and Local Boards of Education.
- F. The Instructor will give the Board thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) day notice shall entitle the Board, in its discretion, to file a written complaint with the State Board of Education requesting suspension or revocation of the Instructor's license.
- G. The Instructor shall furnish the Board the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Instructor; suitable evidence of date of birth: (d) such health certificates as may be required by law;

and (e) any other documents as may require / law. Failure to furnish any of the foregoing items — the required time may result in cancellation of this contract in accordance with the New Mexico Statues and any applicable rules and regulations of the State and Local Board of Education.

H. The Instructor shall accept or reject the contract of offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

I. BOARD OF EDUCATION OF ESPANOLA, NEW MEXICO, BY:

President	62 Cra	Lad . free	So	, Date _	4/3/03
Secretary	Rolp	hmedis			4/3/63
Employee Signat	ture Taley	k.M	Entoya,	Date <u>Q</u>	3-1403
Mr. Pancho Guar Superintendent	rdiola Pame	to Duandia	L	, Date _	4/3/03

- Espanola Kunicipal Schools -09/24/00 ID: 4508 Name: RUBY MONTOYA Phone: (505)584-9650 Lhool:13 BirthDate: 12/22/54 SSAN: 585-72-4508 Gender: F Ethnic Code: H Address: P.O. BOX 316 ESPANOLA, NM 87532-Staff Type: Teachers Base Assignment: SOMBRILLO ELEMENTARY - FIRST GRADE Employment Date: 08/21/00 FT/PT: F 1.00 Extra Assignment: Tenured? No Years in District: 0.0 Non-District Years: 21.0 y Schedule: TEACH T & E Factor: 1.20 ---- Fund Code ---- Pcnt Amount --- Description/Comments --- Total Experience: 21.0 Degree: MA Add Hrs Pay/T&E: 18/0 A 39% \$39,698 MA+18 21 YEARS OUT OF DIST \$500 BILINGUAL END Base Pay: \$39,598 Sick Leave: 0.0 Daily Hate: \$218 Regular Days: 182 Extended Days: 0 Extended Pay: \$0 Total Salary: \$40,198 Certified? Yes Applied for Waiver? No Non-Certified Code: Termination Code: Termination Date: / / - CERTIFICATION DATA-Cert Nbr Eff Date Exp Date Type Level Endorsements 11 11 Unknown Type Unknown Level -SERVICE HISTORY-SickLeave Beg Date End Date D/N Position School Years Salary Earn Used 08/21/00 06/01/01 D FIRST GRADE TEACHER SOMBRILLO ELEMENTARY 0.00 \$0.00 0.00 0.00 / / / / N TEACHER OUT OF DISTRICT 21,00 \$0.00 0.00 0.00 -EDUCATION HISTORY-Beg Date End Date Degree? Degree/Class Title Kajor College Minor Hrs Grd

# ESPANOLA PUBLIC SCHOOLS CERTIFIED (LICENSED) SCHOOL INSTRUCTOR CONTRACT SCHOOL YEAR 2000-2001

CONTRACT FOR: RUBY MONTOYA

- AUTHORITY: THIS REGULATION IS BEING PROMULGATED PURSUANT TO SECTIONS 22-2-1 AND 22-10-11, NEW MEXICO STATUTES ANNOTATED, 1978 COMPILATION: THIS REGULATION SUPERSEDES SEE REGULATION NO. 72-25, ADOPTED BY THE STATE BOARD OF EDUCATION ON DECEMBER 8, 1972, AND FILED JANUARY 8, 1973.
- II. THE BOARD OF EDUCATION OF ESPANOLA, NEW MEXICO, HEREIN CALLED BOARD, AND RUBY MONTOYA, HEREIN CALLED INSTRUCTOR, AGREE:
  - THE BOARD EMPLOYS THE INSTRUCTOR FOR THE SCHOOL YEAR 2000-2001 BEGINNING 08/21/00 AND ENDING 06/01/01, SUBJECT TO ADJUSTMENT FOR REQUIRED MAKEUP DAYS.
  - THE INSTRUCTOR SHALL PRESENT HIMSELF OR HERSELF FOR DUTY AT SUCH TIMES AND PLACES AS DESIGNATED BY THE SUPERINTENDENT OR HIS AUTHORIZED PERSONNEL.
  - 3. IN ACCORDANCE WITH THE BOARD'S APPROVED SALARY SCHEDULE FOR USE DURING THE SCHOOL YEAR 2000-2001, THE INSTRUCTOR'S SALARY, BASED ON THE FOLLOWING FACTORS:

MA DEGREE, 18 ADDITIONAL APPROVED SEMESTER HOURS, AND 21.0 YEARS OF ALLOWABLE EXPERIENCE, IS AS FOLLOWS

SALARY PER SCHEDULE . . . . . \$39,698.00

SPECIAL INCREMENTS . . . . . \$500.00BILINGUAL ENDORSEMENT

/PREP PERIOD

TOTAL CONTRACT SALARY . . . . \$40,198.00

LESS REQUIRED OR AUTHORIZED DEDUCTION. ALL OF THE ABOVE ARE SUBJECT TO VERIFICATION AND, IN THE EVENT OF ANY ERROR OR INCORRECT COMPUTATION, APPROPRIATE ADJUSTMENT OF THIS CONTRACT WILL BE MADE AFTER CONSULTATION WITH THE INSTRUCTOR.

THE CONTRACT SALARY FOR THE SCHOOL YEAR 2000-2001 IS BASED UPON A SCHOOL YEAR OF:

AND SUBJECT TO THE APPROVED BUDGET. FOR EACH DAY'S ABSENCE FROM DUTY NOT INCLUDED IN SICK LEAVE OR OTHER-WISE COMPENSATED FOR, DEDUCTIONS SHALL BE MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD.

THE BOARD MAY, BUT SHALL NOT BE REQUIRED TO, INCREASE PROSPECTIVELY THE SALARY FOR ANY SCHOOL YEAR GOVERNED BY THE TERMS OF THIS CONTRACT IF ADDITIONAL GENERAL FUND REVENUES ARE MADE AVAILABLE TO THE SCHOOL DISTRICT FOR THAT SCHOOL YEAR AS A RESULT OF UNIT VALUE INCREASES. ANY INCREASE IS SUBJECT TO BUDGETARY APPROVAL BY THE STATE DEPARTMENT OF PUBLIC EDUCATION.

4. THIS CONTRACT AND THE PARTIES HERETO ARE AND SHALL CONTINUE TO BE SUBJECT TO APPLICABLE LAWS OF THE STATE OF NEW MEXICO AND THE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION AS THEY MAY EXIST.

THIS CONTRACT MAY BE CANCELLED BY THE BOARD FOR CAUSE, INCLUDING UNSATISFACTORY WORK PERFORMANCE, INCOMPETENCY, INSUBORDINATION, PHYSICAL OR MENTAL INABILITY TO PERFORM THE REQUIRED DUTIES, OR FOR ANY OTHER GOOD AND JUST CAUSE, PROVIDED, THAT ANY SUCH CANCELLATION MAY BE EFFECTED ONLY IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.

- 5. THIS CONTRACT MAY ALSO BE CANCELLED BY THE BOARD FOR CAUSE NOT PERSONAL TO THE INSTRUCTOR WHEN A REDUCTION IN PERSONNEL IS REQUIRED AS A RESULT OF DECREASED ENROLLMENT OR A DECREASE OR REVISION OF EDUCATIONAL PROGRAMS OR INSUFFICIENT LEGISLATIVE APPROPRIATION OR AUTHORIZATION BEING MADE BY THE STATE AND/OR FEDERAL GOVERNMENT FOR THE PERFORMANCE OF THIS CONTRACT, IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.
- 6. THE INSTRUCTOR WILL GIVE THE BOARD THIRTY (30) CALENDAR DAYS WRITTEN NOTICE OF INTENTION TO RESIGN. FAILURE TO GIVE SUCH THIRTY (30) CALENDAR DAY NOTICE SHALL ENTITLE THE BOARD, IN ITS DISCRETION, TO FILE A WRITTEN COMPLAINT WITH THE STATE BOARD OF EDUCATION REQUESTING SUSPENSION OR REVOCATION OF THE INSTRUCTOR'S LICENSE.
- 7. THE INSTRUCTOR SHALL FURNISH THE BOARD THE FOLLOWING:
  - (A) A PROPER LICENSE FOR THE POSITION TO BE HELD;
  - (B) AN OFFICIAL TRANSCRIPT SHOWING THE EDUCATION RECORD AND TRAINING OF THE INSTRUCTOR;
  - (C) SUITABLE EVIDENCE OF DATE OF BIRTH;
  - (D) SUCH HEALTH CERTIFICATES AS MAY BE REQUIRED BY LAW; AND
  - (E) ANY OTHER DOCUMENTS AS MAY BE REQUIRED BY LAW.

FAILURE TO FURNISH ANY OF THE FOREGOING ITEMS AT THE REQUIRED TIME MAY RESULT IN CANCELLATION OF THIS CONTRACT IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.

THE INSTRUCTOR SHALL ACCEPT OR REJECT THE CONTRACT OR OFFER OF EMPLOYMENT WITHIN FIFTEEN (15) CALENDAR DAYS FROM RECEIPT OF SUCH OFFER OF EMPLOYMENT.

NOTWITHSTANDING THE ABOVE, THE BOARD SHALL FURTHER HAVE THE AUTHORITY, FOR ANY SCHOOL YEAR GOVERNED BY THE TERMS OF THIS CONTRACT AND FOR WHICH A SALARY INCREASE IS MANDATED IF THE SCHOOL DISTRICT MEETS CONDITIONS AS SPECIFIED BY THE LEGISLATURE OF NEW MEXICO, TO IMPLEMENT SALARY ADJUSTMENTS DURING THE SCHOOL YEAR IN ACCORDANCE WITH A SALARY SCHEDULE ADOPTED BY THE BOARD IN ACCORDANCE WITH THE LEGISLATIVE GUIDELINES FOR THAT YEAR. ANY ADJUSTMENT IS SUBJECT TO BUDGETARY APPROVAL BY THE STATE DEPARTMENT OF PUBLIC EDUCATION.

BOARD OF EDUCATION
ESPANOLA, NEW MEXICO

7

DATE

SUPERINTENDENT

9/21/00

7/1

DATE

ESPANOLA PUBLIC SCHOOLS
ESPANOLA, NEW MEXICO
SCHOOL ADMINISTRATORS CONTRACT
SCHOOL YEAR 2001/2002

CONTRACT FOR : RUBY MONTOYA

- I. AUTHORITY: THIS REGULATION IS BEING PROMULGATED PURSUANT TO SECTIONS 22-2-1 AND 22-10-11, NEW MEXICO STATUTES ANNOTATED 1978. THIS REGULATION SUPERSEDES SBE REGULATION NO. 72-27, ADOPTED BY THE STATE BOARD OF EDUCATION ON DECEMBER 8, 1972, AND FILED JANUARY 8, 1973, AND AMENDMENT NO. 1 TO SBE REGULATION NO. 72-27, ADOPTED BY THE STATE BOARD OF EDUCATION ON SEPTEMBER 27, 1977, AND FILED NOVEMBER 18, 1977.
- 11. THE BOARD OF EDUCATION OF ESPANOLA PUBLIC SCHOOLS, ESPANOLA, NEW WEXTCO, HEREIN CALLED BOARD AND RUBY MONTOYA, HEREIN CALLED ADMINISTATOR, AGREE
  - 1. THE ADMINISTRATOR SHALL BE EMPLOYED BY THE BOARD FOR A PERIOD BEGINNING 08/07/01 AND EMPING-PER RESPECTIVE SCHOOL CALENDAR SUBJECT TO ADJUSTMENT FOR REQUIRED MAKEUP DAYS, AS ADMINISTRATOR OF THE ESPANOLA PUBLIC SCHOOL DISTRICT, COUNTY OF RIO ARRIBA, NEW MEXICO.
  - 2. THE ADMINISTRATOR SHALL DURING THE TERM OF HIS OR HER EMPLOYMENT? FAITHFULLY PERFORM THE DUTIES PERTAINING TO HIS OR HER POSITION, ADMINISTER THE DUTIES ASSIGNED BY THE SUPERINTENDENT OF SCHOOLS, AND ABIDE BY THE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS.
  - 3. THIS CONTRACT AND THE PARTIES HERETO ARE AND SHALL CONTINUE TO BE SUBJECT TO APPLICABLE LAWS OF THE STATE OF NEW MEXICO AND THE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION AS THEY WAY EXIST.

THIS CONTRACT MAY BE CANCELLED BY THE BOARD FOR CAUSE, INCLUDING UNSATISFACTORY WORK PERFORMANCE, INCOMPETENCY, INSUBORDINATION, PHYSICAL OR MENTAL INABILITY TO PERFORM THE REQUIRED DUTIES OR FOR ANY OTHER GOOD AND JUST CAUSE, PROVIDED, THAT ANY SUCH CANCELLATION MAY BE EFFECTED ONLY IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.

- 4. THIS CONTRACT MAY ALSO BE CANCELLED BY THE BOARD FOR CAUSE NOT PERSONAL TO THE ADMINISTRATOR WHEN A REDUCTION IN PERSONNEL IS REQUIRED AS A RESULT OF DECREASED ENROLLMENT OR A DECREASE OR REVISION OF EDUCATIONAL PROGRAMS OR INSUFFICIENT LEGISLATIVE APPROPRIATION OR AUTHORIZATION BEING MADE BY THE STATE AND/OR FEDERAL GOVERNMENT FOR THE PERFORMANCE OF THIS CONTRACT, IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.
- 5. THE ADMINISTRATOR WILL GIVE THE BOARD THIRTY (30) CALENDAR DAYS WRITTEN NOTICE OF INTENTION TO RESIGN.

  FAILURE TO GIVE SUCH THIRTY (30) CALENDAR DAY NOTICE SHALL ENTITLE THE BOARD, IN ITS DISCRETION, TO FILE

  A WRITTEN COMPLAINT WITH THE STATE BOARD OF EDUCATION REQUESTING SUSPENSION OR REVOCATION OF THE

  ADMINISTRATOR'S LICENSE.
- 6. THE ADMINISTRATOR SHALL FURNISH THE BOARD THE FOLLOWING:
  - (A) A PROPER LICENSE FOR THE POSITION TO BE HELD;
  - (B) AN OFFICIAL TRANSCRIPT SHOWING THE EDUCATION RECORD AND TRAINING OF THE ADMINISTRATOR;
  - (C) SUITABLE EVIDENCE OF DATE OF BIRTH;
  - (D) SUCH HEALTH CERTIFICATES AS MAY BE REQUIRED BY LAW; AND
  - (E) ANY OTHER DOCUMENT AS MAY BE REQUIRED BY LAW.

FAILURE TO FURNISH ANY OF THE FOREGOING ITEMS AT THE REQUIRED TIME MAY RESULT IN CANCELLATION OF THIS CONTRACT IN ACCORDANCE WITH THE NEW MEXICO STATUTES AND ANY APPLICABLE RULES AND REGULATIONS OF THE STATE AND LOCAL BOARDS OF EDUCATION.

7. THE ADMINISTRATOR SHALL BE ENTITLED TO N/A WORKING DAYS PER YEAR AS ANNUAL LEAVE WITH PAY. UNUSED ANNUAL LEAVE MAY BE ACCUMULATED TO A TOTAL OF NOT MORE THAN N/A WORKING DAYS, BUT UPON CANCELLATION OF THIS CONTRACT, NO PAYMENT SHALL BE MADE FOR MORE THAN N/A DAYS OF UNUSED ANNUAL LEAVE.

THE ADMINISTRATOR SHALL BE ENTITLED TO SICK LEAVE WITH PAY AS PER BOARD POLICY.
UNUSED SICK LEAVE MAY BE ACCUMULATED TO A TOTAL OF NOT MORE THAN NO CAPS WORKING DAYS.

8. SUBJECT TO THE PROVISIONS OF THE APPLICABLE APPROVED BUDGET, THE ADMINISTRATOR SHALL, DURING THE TERM HEREOF, RECEIVE A SALARY OF \$56,821.00 PER YEAR, PAYABLE IN 26 INSTALLMENTS, LESS REQUIRED OR AUTHORIZED DEDUCTIONS.

IN THE EVENT THAT THE ADMINISTRATOR IS EMPLOYED ON A TWO (2) YEAR CONTRACT, PARAGRAPH 8 HEREIN WAY BE AMENDED IN THE SECOND YEAR TO REFLECT ANY APPROPRIATE DISTRICT SALARY ADJUSTMENT FACTORS.

THE BOARD MAY, BUT SHALL NOT BE REQUIRED TO, INCREASE PROSPECTIVELY THE SALARY FOR ANY SCHOOL YEAR GOVERNED BY THE TERMS OF THIS CONTRACT IF ADDITIONAL GENERAL FUND REVENUES ARE MADE AVAILABLE TO THE SCHOOL DISTRICT FOR THAT SCHOOL YEAR AS A RESULT OF UNIT VALUE INCREASES. ANY INCREASE IS SUBJECT TO BUDGETARY APPROVAL BY THE STATE DEPARTMENT OF PUBLIC EDUCATION.

ESPANOLA BOARD OF EDUCATION

Frely & Montoya

DATE OF EXECUTION

BY VIN

PRESIDENT

DATE OF EXECUTION

9,3 Chower

SECRETARY

DATE OF EXECUTION

SUPERINTENDENT OF SCHOOLS

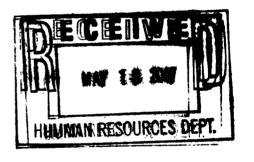
1 1

DATE OF EXECUTION

# ESPAŇOLA PUBLIC SCHOOLS HUMAN RESOURCE OFFICE

START ORDER FORM Initial Payroll Setup	Date & Blefoo Prepared by M ANG
Position Teacher Intern	Certified Classified
- 1.11	Grade/Subject
Employee Start Date 8/31/00	Term of Employment 2000/01 Sch Year
per New Mexico Department of Education	ining MA+15 Experience 21 yes
Form Verification	Comments
W-4 Form Retirement Form	
	Harold Martinez, Insurance Specialist to
Coverage limitations exist or coverage n	nay not be available after the 30-day
Employee Signature:	Date
ADDITIONAL INFORMATION	
Vacancy filled	
Human Resource Office approval:	14 Jan Date 8/29/02

I Ruby 6. Montage on 5/18/07 In requesting service Record of Franscripts Thank you Aug S. Montage



### ESPAÑOLA PUBLIC SCHOOLS HUMAN RESOURCES OFFICE

Director: Edward Alarid
Administrative Assistants: Francine Montoya, Eunice Salazar and Lucia Sedillo
753-4084/4287 fax 753-4699/2123

To: Lucia Human Resource	Sedillo Date: 2	2/8/05
Caller/Visiter Lady E.	Sedillo Date: 2  Spice  Zamon  Monton Helephone #_	747-0363
MESSAGE: Please	- make copie	s of my
entire folder	- personne	el folder-
	Ma	auks!!! Dela Zamora-
	MMs -V	Ruly ZAMora-
	RETURN CALL/FOLLOW UP	
Date	Time	

Summary:

### ESPAŇOLA PUBLIC SCHOOLS HUMAN RESOURCE OFFICE

Pirector: Margaret Flores Cara, Ph.D. Administrative Assistants: Francine Montoya & Mubel Rendon 753-4084/4287/4699 FAX 753-4699

May 25, 2001

TO: Española Public Schools Personnel

FR: Margaret Flores Garza, Ph.DM

RE: Personnel Data Update
Please complete and return this form no later than Thursday, May 31 <sup>st</sup> , 2001 to ensure that you will receive your 2001/02 contract, and any other pertinent information.
Contracts for the 2001/02 School Year will be mailed during the summer, hence the request for an "update" to your address and telephone number. The actual "contract days" for staff working less than 260 days will probably change from what is indicated on the "letter of intent" to correlate with the school calendar. You will be requested to sign and return your contract prior to the beginning of the school.
Thanking you in advance for assisting the Human Resource Office's efforts to maintain current information.
Have a wonderful, restful, and sufe summer.
Print name legibly  Current Assignment/Location  Current Assignment/Location  Print name legibly  Print name legibly  Current Assignment/Location  Current Assignment/Location  Print name legibly  Current Assignment/Location  Current Assig

### ASSISTANT SUPERINTENDENT OPERATIONS/HR

Mr. Edward A. Alarid

505-753-2254 Ext. 239 Ext.261 fax 505-753-4699 Website: www.k12espanola.org

714 Calle Don Diego Española, New Mexico

27537



BOARD OF EDUCATION

Mr. Joe Guillen, President

Mr. Leroy J. Salazar, Vice President

Mr. Ralph Medina, Secretary Mr. Isaac Medina, Member

Mr. Joe Romero, Member

SUPERINTENDENT Dr. David Cockerham

Memorandum

September 6, 2006

To: Ruby Montoya, Principal

Xc: Dr. Cockerham, Superintendent

Corine Salazar, Assistant Superintendent

File

From: Edward Alarid, Assistant Superintendent

Re: Reprimand

On July 31, 2006, I requested information and action from you regarding the school's freezer and the summer storage of food. As you know, the District lost thousands of dollars when the freezer shut down. The food should have been sent and stored at Central Office; the freezer shut down for the summer. I sent you a second request on August 16, 2006 and a third request on August 30, 2006. Because you choose to ignore all the requests, you disrespect my office. I find your intentional action unacceptable.

2 page attachment

#### **Edward Alarid**

From:

**Edward Alarid** 

Sent:

Wednesday, August 16, 2006 12:47 PM

To:

Ruby Montoya; 'norma.'

Cc:

Corine Salazar; Sennie Quintana

Subject: FW: Food Loss

Ms. Lara and Ms. Montoya,

This is a second request. You need to respond.

EΑ

From: Edward Alarid

**Sent:** Monday, July 31, 2006 8:36 AM **To:** Ruby Montoya; Norma J. Lara

Cc: David Cockerham; Corine Salazar; Sennie Quintana

Subject: Food Loss

Ms. Montoya and Ms. Lara,

Ms. Sennie Quintana has informed me that your schools have experienced a substantial loss in food. I also understand that there should not have been any food in the school freezers and refrigerators. Ms. Quintana gave specific instructions that all food was to be moved for the summer and all freezers and refrigerators shut down. Please look into this matter, someone dropped the ball! Disciplinary action may be required. The outright loss of food is unforgivable. This is a clear case of negligence and possibly insubordination.

I will wait to hear from each of you.

E. Alarid, Asst Superintendent

#### **Edward Alarid**

From: Edward Alarid

Sent: Wednesday, August 30, 2006 8:05 AM

To: Ruby Montoya; Norma J. Lara

Cc: David Cockerham; Corine Salazar

Subject: FW: Food Loss

Ms. Montoya,

This is my third request. I have not heard from you!

From: Edward Alarid

**Sent:** Monday, July 31, 2006 8:36 AM **To:** Ruby Montoya; Norma J. Lara

Cc: David Cockerham; Corine Salazar; Sennie Quintana

Subject: Food Loss

Ms. Montoya and Ms. Lara,

Ms. Sennie Quintana has informed me that your schools have experienced a substantial loss in food. I also understand that there should not have been any food in the school freezers and refrigerators. Ms. Quintana gave specific instructions that all food was to be moved for the summer and all freezers and refrigerators shut down. Please look into this matter, someone dropped the ball! Disciplinary action may be required. The outright loss of food is unforgivable. This is a clear case of negligence and possibly insubordination.

I will wait to hear from each of you.

E. Alarid, Asst Superintendent

The Secretary of State of the United States of America hereby requests all whom it may concern to permit the citizen/national of the United States named herein to pass without delay or hindrance and in case of need to give all lawful aid and protection.

Le Secrétaire d'Etat des Etats-Unis d'Amérique prie par les présentes toutes autorités compétentes de laisser passer le citoyen ou ressortissant des Etats-Unis titulaire du présent passeport, sans délai ni difficulté et, en cas de besoin, de lui accorder toute aide et protection légitimes.

El Secretario de Estado de los Estados Unidos de América por el presente solicita a las autoridades competentes permitir el paso del ciudadano o nacional de los Estados Unidos aquí nombrado, sin demora ni dificultades, y en caso de necesidad, prestarle toda la ayuda y protección lícitas.

Ruly Elizabeth Hontaya

**NOT VALID UNTIL SIGNED** 

PASSPORT PASSEPORT PASSPORTE

### WINDER OF HER BURNER CHERREN

ype / Type / Tipo \* Code / Code / Código | Resport No. / No. du Passeport / No. de Pasap

P USA 134666222 Surname / Nom / Apellidas

MONTOYA

aiver names / Prénoms : Numbres

RUBY ELIZABETH Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimient

22 Dec 1954

Sex / Sexe / Sexo Place of birth / Lieu de naissance / Lugar de nacimiento

F NEW MEXICO, U.S.A.
Date of issue / Date de délivrance / Fecha de expedición

23 Mar 2004

Houston de caducidad Passport Agéncy

Authority / Autorité / Autorida

Date of expiration / Date of expiration / Fecha de caducidad

22 Mar 2014
Amendments / Modifications / Enmiendas

See Page 24

P<USAMONTOYA<<RUBY<ELIZABETH<<<<<<<<<<<<<11266662228USA5412220F14032288<<<<<<<<1202

### Form W-4 (2008)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501. Exemptions, Standard Deduction, and Filing Information, for information,

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008.

adji	rksheet below. The worksheets on page 2 ust your withholding allowances based on nized deductions, certain credits,	of nonwage income, such dividends, consider makin	as interest or		30,000 (Single) or \$1	
		Allowances Workshe	et (Keep for	your records.)	······································	<del></del>
A	Enter "1" for yourself if no one else can o	laim vou as a dependent				A
•	You are single and hav	•			<i>,</i> .	
В	Enter "1" if: \ • You are married, have	• •	ouse does not	work: or	<b>,</b>	В
	Your wages from a seco				00 or less.	<del></del>
С	Enter "1" for your spouse. But, you may					or
•	more than one job. (Entering "-0-" may he					
D	Enter number of dependents (other than			•		D
E	Enter "1" if you will file as head of house			•	usehold above)	E
F	Enter "1" if you have at least \$1,500 of ch					_
	(Note. Do not include child support paym	•	•	• •		
G			· · · · · · · · · · · · · · · · · · ·	•		
	• If your total income will be less than \$5	•				
	• If your total income will be between \$58		0 and \$119,000	if married), enter	"1" for each eligible	e
	child plus "1" additional if you have 4 o					G
Н	Add lines A through G and enter total here. (Note	•		•	•	- H
	For accuracy, of if you plan to itemize of and Adjustments Wor		ncome and wan	t to reduce your	withholding, see the	e <b>Deductions</b>
	worksheets • If you have more than one		nd vour snouse h	oth work and the co	ombined earnings from	all inhs exceed
		d), see the <b>Two-Earners/Mul</b>				
	• If neither of the above	situations applies, stop he	ere and enter the	number from lin	e H on line 5 of For	m W-4 below.
	m W-4 Employe  artment of the Treesury ► Whether you are en	Form W-4 to your employee's Withholding titled to claim a certain numlithe IRS. Your employer may	S Allowand	ce Certific	ate withholding is	20 <b>08</b>
1	Type or print your first name and middle initial.	Last name	_		Your social secu	rity number
	Home address dumber and street or rural route	1 Montoga	3 🗆 8:1- 12			
i	P.O. BOX 316		□ Single K		ed, but withhold at hig se is a nonresident alien, ch	
	City or town, state, and ZIP code	7532			at shown on your soc 772-1213 for a replace	
5	Total number of allowances you are claim		r from the appli	cable worksheet	on page 2) 5	2
6	Additional amount, if any, you want with	• .		Sabio Workshoot	6	\$
7	1 claim exemption from withholding for 2	• •		ollowing conditio	ons for everyption	
•	Last year I had a right to a refund of a	•		-	•	
	This year I expect a refund of all fede				•	
	If you meet both conditions, write "Exer	npt" here		🕨	7	
	der penalties of perjury, I declare that I have examin		est of my knowledg	e and belief, it is to	e, correct, and comple	ete.
(Fo	iployee's signature rm is not valid	& Man	Lana	Day Su	x14,2	008
_	ess you sign it.) • (Lulium )	control of the second s			<del></del>	
8	Employer's name and address (Employer: Comp	лете штез в апо то опту іт send	ing (Or the Iris.)	9 Office code (optional)	10 Employer identific	auon number (EIN)



### **Espanola Public Schools**

# I certify that I have received the employee packet with the following information.

- . 2007-2008 Employee Contracts
- . 9 month School Calendar 2007-2008
- . Staff Conduct Standards of professional Conduct
- . Bereavement Leave
- . Drug Free Workplace
- . Professional Staff Certification and Credentialing Requirements
- . Sabbatical Leave
- . Sick Leave
- . Sick Leave Bank
- . Transfer of Accrued Sick Leave
- . Sexual Harassment
- . Staff Grievances
- . Assignments and Transfers
- . Workers Compensation

Date Sept	6,07	
Print Name 7	Ruby E. Montoya	
Signature	July C. Montoya	<u></u> _

i-0981 © GBEC-EA

EXHIBIT EXHIBIT

### **DRUG-FREE WORKPLACE**

### NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational purpose.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction.

Any employee who violates the terms of the District's drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

I have been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

ature Da

## PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS

to & Mantons	87 . 0
Name /	Position
Name //	Fosition
L	, being duly sworn, do hereby certify that
I have never been convicted of or admitted	
agreement committing, and am not now av	
following criminal offenses in the state of I	New Mexico or similar offenses in any
other jurisdiction:	
Sexual abuse of a minor	7.1
Incest	Felony offenses involving the possession Or use of marijuana, dangerous drugs or
First – or second – degree murder	narcotic
Kidnapping	drugs
Arson	Misdemeanor offenses involving the
Sexual assault	Possession or use of marijuana or
Sexual exploitation of a minor	dangerous drugs
Felony offenses involving contributing	Burglary in the first degree
to the delinquency of a minor	Burglary in the second or third degree
Commercial sexual exploitation of a	Aggravated or armed robbery
minor	Robbery
Felony offenses involving sale,	Child abuse
distribution, or transportation of,	Sexual conduct with a minor
Offer to sell, transport, or distribute,	Molestation of a child
Or conspiracy to sell, transport, or	Manslaughter
distribute marijuana or dangerous or narcotic drugs	Assault or Aggravated assault  Exploitation of minors involving drug
narcouc ut ugs	offenses
	Ulteracs
12 8 1	1 , , ,
Telen 6. Mongay	a Sept. 6,04
Employée signature	Date signed
Subscribed, sworn to, and acknowledged	before me by
This day of 2	0, in
My Commission Expires	
Notary Public	Espanola Public Schools
	9/16/2006

Ruby E. Zamora Montoya P.O. Box 316 Espanola, NM 87532 505-831-7854 505-747-0363 505-929-3228 freedom@cybermesa.com

Objective: To continue the implementation of the current School Wide Plan to enhance student growth.

Education:	Degree	University	3	Y
Licensure:	Level Three B K-12 Admit Level Three A Instruction Endorsement in Reading,	al Leader K-8 License w		
19 <b>89-1979</b>	Socorro Consolidated Sch Classroom Teacher	ools	SCS	
1990-1989	Dallas Independent Schoo Bilingual Pre-K Teacher Bilingual Resource Teach		DIŞD	
1998-1990	Santa Rosa Consol. School	ls Classroom Teacher	SRCS	
2000-1998	Federal Program Director	(Vaughn Schools) VMS		
2001-2000	Sombrillo Elementary 1st	Grade Teacher	EPS	
2004-2001	Velarde Elementary Princ	ipal	EPS	
2005-2004	ETS Fairview Principal		EPS	
2006-2005	ETS Fairview Principal	Present	EPS	

Education. Degree	Omversity	I Cau
Administrative Deg	gree NMHU	1996
Masters Degree Curriculum and Ins	NMHU truction with emphasis in Reading	1995
Bachelors Degree	NMHU	1979
Mora High School	ry Education with minor in Spanish	1973

• •

### References:

Mr. Wilfred Martinez P.O. Box 433 Chimayo, NM 87522 (505) 351-4629

Mr. Gabriel Baca Rt. 2 Box 278-7 San Juan Pueblo, NM 87566 (505) 852-4739

Mr. Vernon Jaramillo HCR 177 Box 44 Ojo Caliente, NM 87545 (505) 583-2343

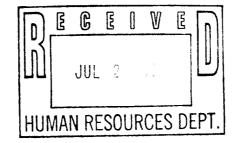
Mr. Terry Covert P.O. Box 302 Chamisal, NM 87521 (505) 587-0040

Mrs. Corrine Salazar P.O. Bax 339 Dixon, NM 87527 (505) 689-2350

Mrs. Rita Salazar P.O. Box 702 Medanales, NM 87548 (505) 685-4541

Mr. Ruben Salazar 812 Rio Vista Santa Fe, NM 87501 (505) 989-3751 (505) 690-9248

Mr. Roberto Archuleta P.O. Box 4056 Fairview, NM 87533 (505) 852-6659 June 22, 2001



RECEIVED

JUN 2 2 2001

Superintendent of Schools Espanola Public Schools

Ruby E. Montoya P.O. Box 316 Espanola, NM 87532 (505) 747-0363

Mr. Wilfred Martinez Superintendent of Schools Espanola Public Schools 714 Calle Don Diego Espanola, NM 87532

Dear Mr. Martinez:

I am interested in applying for the principals position at Tony E. Quintana Sombrillo Elementary School. I feel that I am well qualified for the principalship. I currently possess a Administrative license, a Masters in Curriculum and Instruction, a Reading Specialist degree, and a Bachelor of Arts degree in Elementary Bilingual Education with a Spanish minor.

I have been in education for 22 years in which two of those have been in administration with the Vaughn Schools. During my term in Vaughn I was placed in the Assistant Superintendent position. As Assistant Superintendent my duties were Title I II IV, and V Program Director. I was also Reading Facilitator, Transportation Director, Athletic Director and Assistant Principal to Mrs. Anita Roybal.

My past experiences will enable me to perform my duties as a principal.

Your sincere consideration will be greatly appreciated.

Ruby E: Zamora - Montoya

Yours in Education,

Ruby E. Zamora-Montoya

### NEW MEXICO EDUCATIONAL RETIREMENT BOARD

P.O. BOX 26129 SANTA FE, NEW MEXICO 87502-0129 (505) 827-8030 • FAX (505) 827-1855

	EMPLOYEE INFORMATION		
The information in this form is requ when processing your retirement beautiful the statement beautiful to the statement of th			ord and is important
Please type or complete in black ink.			
Have you ever been employed with a N	ew Mexico school system, collec	ge or university?	■ yes □ no
☐ Retired from P.E.R.A. ☐ Reti	red from E.R.A.		
☐ Name Change Previous Name_			
☐ Beneficiary Change	LAST	FIRST	M.I.
☐ Address Change			
SOCIAL SECURITY NUMBER	-4508		<b>5</b> 4
NAME LAST	FIRS	M.I.	DATE OF BIRTH
P.O. Box 314  ADDRESS	Capanola	<b>N</b> M STATE	87532-03/6
505-747-0363 TELEPHONE NUMBER	SEX.(M/F)		
Jinemy M. Montee BENEFICIARY NAME			P-54 DATE OF BIRTH
P.O. BOX 314  ADDRESS	Esperala	<b>NM</b> STATE	88532-03/
EMPLOYEE SIGNATURE Luly	Montoya	DATE	8/14/00

### **EMPLOYER CERTIFICATION**

This is to certify that	the above person was employe	d in the capacity of:	
Position	Teacher	on (Date)	8/21/2000
and will be reported o	on the quarterly report for the perio	od ending September	. 20 00
Administrative Unit	Espanola Public Sch	· · · · · · · · · · · · · · · · · · ·	+ Alora Mara
·			

### ESPANOLA PUBLIC SCHOOLS CONVICTION REPORT

BECAUSE OF THE TREMENDOUS RESPONSIBILITY ESPANOLA PUBLIC SCHOOLS HAS TO ITS SCHOOL CHILDREN AND COMMUNITY, THE FOLLOWING INFORMATION IS REQUIRED FROM ALL APPLICANTS AND EMPLOYEES REGARDING CONVICTIONS. A RECORD OF CONVICTION DOES NOT PROHIBIT EMPLOYMENT; HOWEVER, FAILURE TO COMPLETE THIS FORM ACCURATELY AND COMPLETELY MAY MEAN DISQUALIFICATION FROM CONSIDERATION FOR EMPLOYMENT OR MAY BE CAUSE FOR CONSIDERATION OF DISMISSAL IF EMPLOYED. APPLICANTS AND EMPLOYEES MUST REPORT ANY CONVICTIONS THAT OCCUR SUBSEQUENT TO THE TIME THEY INITIALLY COMPLETE THIS FORM. QUESTIONS REGARDING THIS INFORMATION SHOULD BE DIRECTED TO THE HUMAN RESOURCES DIRECTOR. PLEASE READ CAREFULLY AND ANSWER EVERY QUESTION.

HAVE YOU EVER	L BEEN CONVIC	TED OF THE FOLL	OWING:	•	
FELONY?	YES X NO	: DWI ?	YES /	NO	
SEX RELATED O	FFENSE ?	YES X NO	)	•	
DRUG RELATED	OFFENSE?	YES XN	O HAVE YOU	EVER BEEN	CONVICTED
OF A MINOR OF	FENSE OTHER	THAN A TRAFFIC			X NO

IF ANY OF THE LINES ABOVE ARE MARKED "YES" YOU WILL BE EXPECTED TO PROVIDE A WRITTEN OR VERBAL EXPLANATION TO INCLUDE THE FOLLOWING INFORMATION: CONVICTION CHARGE, DATE, COURT, CITY AND STATE OF CONVICTION, AMOUNT OF TIME AND LENGTH OF JAIL TERM OR PROBATION.

.CONVICTION MEANS THE FINAL JUDGEMENT ON A VERDICT OR A FINDING OF GUILTY, PLEA OF GUILTY, OR A PLEA OF NON CONTENDERE, IN ANY STATE OR FEDERAL COURT, REGARDLESS OF WHETHER AN APPEAL IS PENDING OR COULD BE TAKEN.

THE APPLICANT IS TO GIVE NOTICE OF ANY CONVICTION FOR DANGEROUS CRIMES. AGAINST CHILDREN. THESE CRIMES ARE DEFINED AS SECOND DEGREE MURDER, AGGRAVATED ASSAULT, SEXUAL ASSAULT, MOLESTATION OF A CHILD, SEXUAL CONDUCT WITH A MINOR, SEXUAL EXPLOITATION OF A MINOR, CHILD ABUSE, KIDNAPPING AND SEXUAL ABUSE.

BACKGROUND CHECK - ALL EMPLOYMENT WITH ESPANOLA PUBLIC SCHOOLS IS CONDITIONAL UNTIL THE BOARD OF EDUCATION APPROVES SUCH EMPLOYMENT AND UNTIL ALL BACKGROUND CHECKS HAVE PROVED TO BE SATISFACTORY. UPON CONDITIONAL HIRE, ALL CLASSIFIED EMPLOYEES MUST CERTIFY ON A NOTARIZED FORM TO BE PROVIDED BY THE DISTRICT THAT THEY ARE NOT AWAITING TRIAL AND HAVE NEVER BEEN CONVICTED OF OR ADMITTED COMMITTING CRIMINAL OFFENSES.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT WILL BE FOR THE FIRST THREE YEARS "AT WILL" THAT IS THERE WILL BE NO SPECIFIC DURATION TO MY EMPLOYMENT, THAT I MAY RESIGN AT ANY TIME AND THE ESPANOLA PUBLIC SCHOOLS MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT ADVANCE NOTICE. I ALSO UNDERSTAND THAT NO STATEMENT OR DOCUMENT CAN ALTER THE "AT WILL" NATURE OF MY EMPLOYEMENT.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE, TO THE BEST OF MY KNOWLEDGE AND BELIEF. ANY

MISREPRESENTATION OR WILLFUL OMISSION OF FACTS SHALL BE SUFFICIENT CUASE FOR DISQUALIFICATION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT.

FAILURE TO PROVIDE ALL OR PART OF THE INFORMATION REQUESTED MAY RESULT IN THE REFUSAL OF THE ESPANOLA PUBLIC SCHOOL DISTRICT TO FURTHER CONSIDER ME FOR POSSIBLE EMPLOYMENT.

I UNDERSTAND THAT IF I AM CONSIDERED AS A FINALIST FOR OR AM ACTUALLY RECOMMENDED FOR EMPLOYMENT, I WILL SUBMIT TO A CRIMINAL BACKGROUND INVESTIGATION, INCLUDING MANDATORY FINGERPRINTING, I WILL PAY \$31.00 TO DETERMINE MY ACCEPTABILITY FOR, CRIMINAL CONVICTIONS SHALL NOT AUTOMATICALLY BAR AN APPLICANT FROM OBTAINING EMPLOYMENT WITH ESPANOLA PUBLIC SCHOOL DISTRICT, BUT PURSUANT TO THE CRIMINAL OFFENDER EMPLOYMENT ACT OF NEW MEXICO (NMSA 1978, SS28-2-1 ET SEQ.) SUCH CONVICTIONS MAY BE THE BASIS FOR REFUSING EMPLOYMENT.

I UNDERSTAND THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE INFORMATION SUBMITTED BY ME OR OBTAINED PURSUANT TO THIS AGREEMENT AND AUTHORIZATIONS IS CONFIDENTIAL, FOR THE EXCLUSIVE USE OF THE ESPANOLA PUBLIC SCHOOL DISTRICT AND ITS AGENTS FOR EMPLOYMENT DECISIONS, AND WILL NOT BE TRANSFERRED TO ANY OTHER ENTITY WITHOUT MY WRITTEN AUTHORIZATION UNLESS REQUIRED TO BE DISCLOSED UPON REQUEST BY EITHER NEW MEXICO OR FEDERAL LAW.

I UNDERSTAND THAT ANY EMPLOYMENT OFFER IS CONTIGENT UPON THE SATISFACTORY COMPLETION OF ALL BACKGROUND CHECK.

SIGNATURE OF APPLICANT

DATE

### ESPAÑOLA PUBLIC SCHOOLS **HUMAN RESOURCE OFFICE**

Director: Margaret Flores Garza, Ph.D. Administrative Assistants: Francine Montova & Mabel Rendon 753-4084/4287/4699 FAX 753-4699

TO:

ADMINISTRATORS/CHAIRPERSONS OF INTERVIEW COMMITTEES

FR:

Margaret Flores Garza, Ph.D. - Human Resources - Director

RE:

**Process for Interview of candidates** 

DATE:

August 15, 2000

Your assistance is being requested to implement and adhere to the "Interview Process" described below. The intent of the "process" is to enhance reviewing, scheduling, interviewing, recommending individuals for hire, and reducing conflicts.

### **INTERVIEW PROCESS – Revised 11/13/00**

1<sup>st</sup> No application file can be removed from the Human Resources Office without authorization.

2<sup>nd</sup> The Interview Committee Chairperson, or designee, is responsible for:

- submitting Form HR 1, "Human Resources: Interview Committee", to the Human Resources Office prior to interviews;
- submitting, to the Human Resources Office, questions that will be asked of the interviewees. The "scoring process" must be identified along with the interview results (Samples are available in the HR Office):
- contacting applicants for scheduling interviews;
- submitting names of 1<sup>st</sup> and 2<sup>nd</sup> choice for "considerationn for hire" on Form HR 2 "Human Resources: Consideration for Hire";
- notifying individuals of "consideration for hire"; and,
- reminding individuals who will be considered for hiring "to "submit to the drug test" as soon as possible because their drug test "results" must be received before their name can be submitted to the Superintendent for "recommendation" to the Española Public Schools Board of Education. No exceptions will be made.
- 3<sup>rd</sup> To enhance "professionalism" of candidates/applicants during the interview and hiring process, please ensure that if the candidate indicates "verbally" that they agree to being "considered for a position, ASK THEM if they are being "considered" by another principal, or, are they interviewing/considering positions at other school sites. (The attached form HR - 2 may be helpful for this).
- 4th Check "references" and previous employers prior to "recommending for hire". This is extremely important.

The Española Public Schools' Superintendent reserves the right to have input in the selection of Interview Committees' membership, and is the only individual who can "recommend" individuals for hiring.

Your assistance and cooperation in implementing the above process is greatly appreciated, and will hopefully enhance the process.

**REVISED November 13, 2000** 

Velarde Elementory

Priority # 1 Ruby Montoya

# 2 Jeannie Moore

3 Elizabeth Archabta
ESPAÑOLA PUBLIC SCHOOLS

### **HUMAN RESOURCES**

### INTERVIEW COMMITTEE MEMBERSHIP

### FORM HR - 1

Please provide information in legible form	(print or type)
Date(s) of interviews: July 17 & )	uly 18,001
Location/Assignment of vacancy (Administr Velude Elem. School	ation Office, School Site, or Districtwide):
Vacant Position(s): Period pal Vacanty based on: Retirement Resignation	Not rehired New (If NEW complete form HR = 3)
Chairperson: Art Salazar	
NAME of Committee Member	Representative for: (Specify Grade, Subject, Activity, Other)
Englarallee pular	25/ Van 10 11/11 80 22
PAULINE M. GALLEGOS-P.O.L	BOX 9-VELARUE, 8758Z- LTEACHER)
WAYME A. BRITO PO.DO	BOX 9-VELARUE, 8758Z- (TEACHER) XX 276, VELARDE, N.M. 87582 (1A 13-Española, N.M. 87532
ARTHUR G. SALAZAR - P.O. BUX 8	13-Esperiola, NM 87532
Cut S. Solzen	July 18, 200) Date submitted to Human Resources

FORM HR - 1 Revised 11/00

### ESPAŇOLA PUBLIC SCHOOLS

### **HUMAN RESOURCES**

### **CONSIDERATION FOR HIRE**

### FORM HR - 2

r	name is being submitted for consideration for		
Name of candidate	G		
hire by the Interview Committee for the position	n ofPosition being filled		
	Position being filled		
for the			
location/assignment	<del></del>		
The starting date for the job is			
The ending date for the job is	<del></del>		
I	agree to accept being considered for hire		
understanding that the consideration for application, review of references, and	hire is based on successful completion of the acceptable results from the drug test and		
background check.			
Ceda D. Solzy	July 18, 2001		
Interview Committee Chairnerson D	oto .		

FORM: HR - 2

11/00

### ESPAŇOLA PUBLIC SCHOOLS

### **HUMAN RESOURCES**

### **CONSIDERATION FOR HIRE**

FORM HR - 3 This form must be attached to FORM HR - 1

To be completed "IF" the position is "NEW"

ST NAME OF <b>NEW</b> VACANT POSITION:	
pañola Public Schools' BOARD OF EDUCATION MEETING date authorizing position.	
no will be this individual's supervisor?	
Title of supervisor?	
ase provide a detailed job description in the space provided below.	





District Espanola Public School

NEW MEXICO PRINCIPAL F	PROFESSIONAL DEVELOPMENT PLAN	
District:	Espanola Public School	
Principal's Name:	Ruby E. Zamora-Montoya	
Principal's Signature:	Luly & Mentiga	
Supervisor's Name:	Evelyn Maruska	
Supervisor's Signature	Inlepe D. Ul Slynus	
School:	James H. Rodriguez	
School Year:	2011-2012	
Years of Experience:	33 years	
Date of PDP Development: (Within 40 days of Principal commencing his or her contract)		
Dates of Site Visits: (1):		
Dates of Site Visits: (2):		
Dates of Site Visits: (Other):		

Form D

Jun 8,2011

	S. 1. 1. S. 276	· fr · O · M · · · ×	School Campus 16	ears or	
	Principal Position	edy O.M. Mariska	Expe	rience 30	
	Name of Supervisor			rience 320	glais
7	milen & le Comes	1/ 8	1 AM	nitoya	6/8/2011
(	man is we will his		by E [[[l	ms of	1010011
	Supervisor Signature/Date	Principal Sign	ature/Date		
	Copies to: Principal, Personnel File, Supe	rvisor Available in Electro	nic Format	<u> </u>	

New Mexico Principal Summative Evaluation

School Campus Years of

Name of

Form C

### New Mexico Principal Self-Reflection on Professional Development Plan (PDP)

This form is completed at the end of the year prior to Summative Evaluation

Name of Principal: Ruby Montoya

Position: Principal

Name of Supervisor: Janette Archuleta

Date: 3/2/2011

Years of Experience: 33

School Campus: San Juan

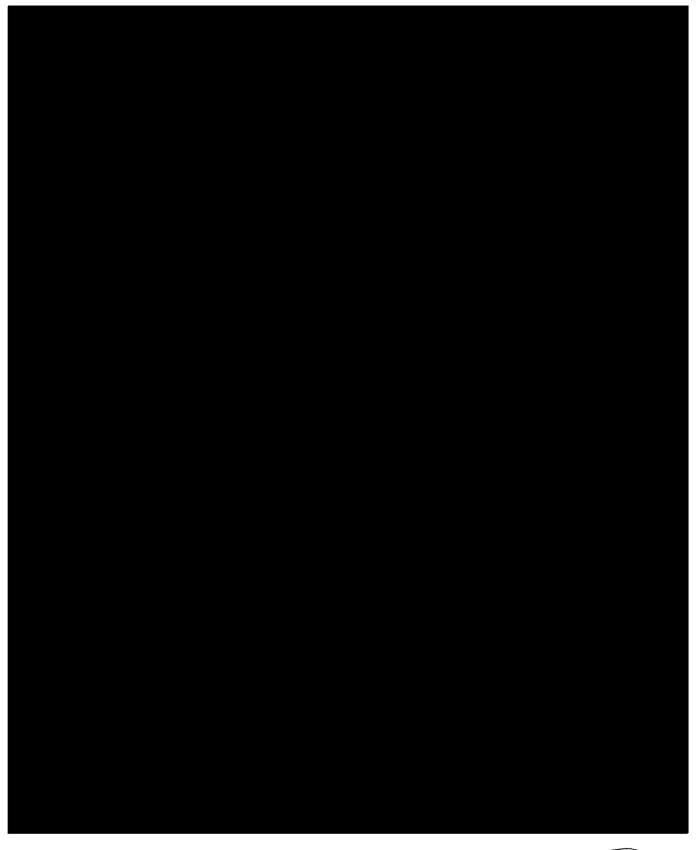
School Year: 2010-2011

Supervisor Signature/Date

Principal dignature/Date

Copies to: Principal, Personnel File, Supervisor

Available in Electronic Format







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(rem)



### District ESPANOLA PUBLIC SCHOOLS # 55

### **NEW MEXICO PRINCIPAL PROFESSIONAL DEVELOPMENT PLAN**

#### **Mid Year Review**

The Professional Development Plan has been reviewed, discussed, and refined as appropriate.

Principal's Name:

Principal's Signature:

Date:

Supervisor's Name

Supervisor's Signature

Date:

Submitted at the end of the school year with Summative Evaluation – Form D

Copies to: Principal, Personnel File, Supervisor

Form B

**District** 



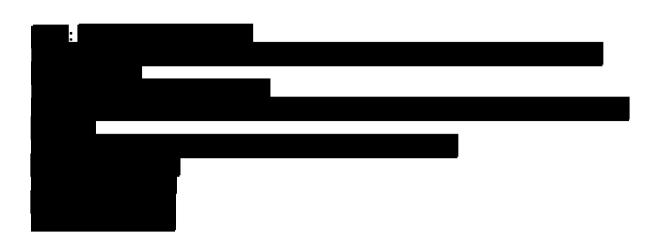
# District ESPANOLA PUBLIC SCHOOLS # 55

NEW MEXICO PRINCIPAL F	PROFESSIONAL DEVELOPMENT PLAN			
District:	District:  RUBY MONTOYA  Principal's Name:			
Principal's Name:				
Principal's Signature:	Fully & Mentage			
Supervisor's Name:	JANETTE ARCHULETA, SUPERINTENDENT			
Supervisor's Signature:	Joseph auchull			
School:	SAN JUAN ELEMENTARY SCHOOL			
School Year:	2010-2011			
Years of Experience:	32 years			
Date of PDP Development: (Within 40 days of Principal commencing his or her contract)				
Dates of Site Visits: (1):				
Dates of Site Visits: (2):				
Dates of Site Visits: (Other):				

Form B

District \_\_\_

2 OF 3





NEW MEXICO PRINCIPAL	SELF -ASSESSMENT		
District:	ESPANOLA PUBLIC SCHOOLS		
	AUGUST 30, 2010		
Today's Date:	RUBY MONTOYA		
Principal's Name:	PRINCIPAL		
Position:	JANETTE ARCHULETA, SUPERINTENDENT		
Supervisor's Name:	SAN JUAN ELEMENTARY SCHOOL		
School:	SAN JUAN ELEMENTARY SCHOOL		
School Year:	2010-2011		
Years of Experience:	ence: 37 voars		
NEW MEXICO PRINCIPA	L LEADERSHIP COMPETENCIES AND INDICATORS		
₹ 7			
) =			







Identify the level of proficiency with the following symbols: BEGINNING with a (B); EMERGING with an (E); PROFICIENT

(B) BEGINNING (E) EMERGING



Form A

7

Identify the level of proficiency with the following symbols: BEGINNING with a **(B)**; EMERGING with an **(E)**; PROFICIENT with a **(P)**; and ADVANCED with an **(A)** 

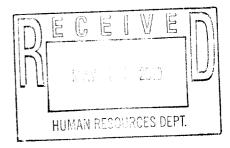
- (B) BEGINNING
- (E) EMERGING
- (P) PROFICIENT

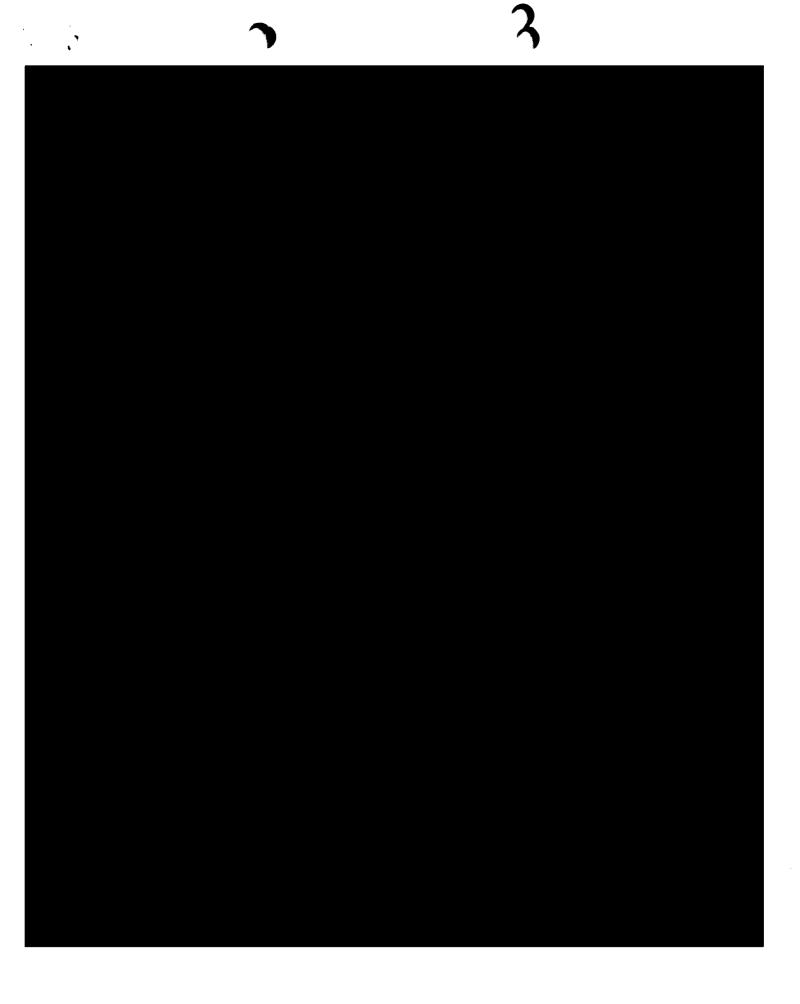


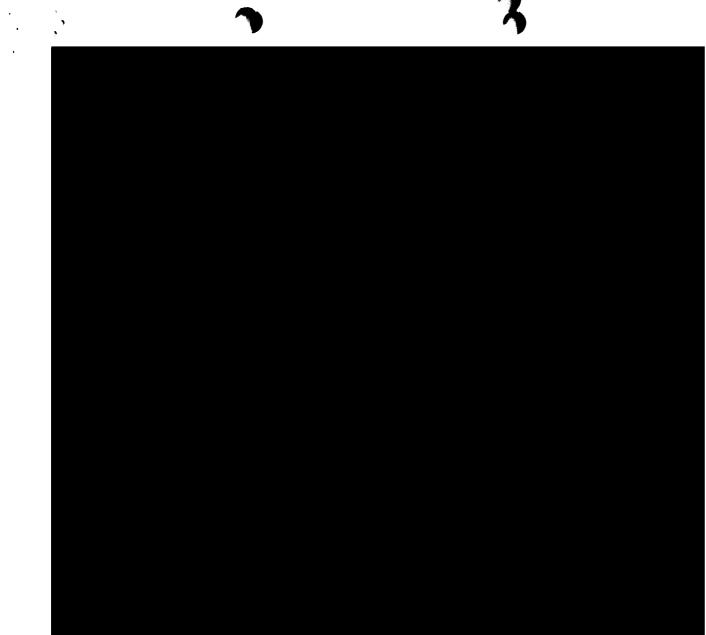
NEW MEXICO PRINCIPAL SELF-REFLECTION ON PROFESSIONAL DEVELOPMENT PLAN (PDP)		
Identify the level of proficiency his form is completed at the end of the year prior to Summative Evaluation		
Name of Principal:	Ruby Montoya	
Date:	May 20, 2010	
Position:	Principal	
Years of Experience:	31	
Name of Supervisor:	Dorothy Sanchez	
School Campus:	ET Salazar	
District:	Espanola Public Schools	
School Year:	2009-2010	

Please submit a reflection of your PDP experience to your Supervisor prior to your summative evaluation meeting. Include in your reflection: What were the results of your project or actions in terms of meeting your objectives? What worked well? What would you do differently if you had the opportunity to do the PDP again? Please provide data and artifacts to support conclusions.

Principal Reflection: Provide a written reflection on your PDP











Run this report for a different term

School: Eutimio Salazar Elementary

Roster: Spring 2010
Growth Seasons: Fall 09 - Spring 10



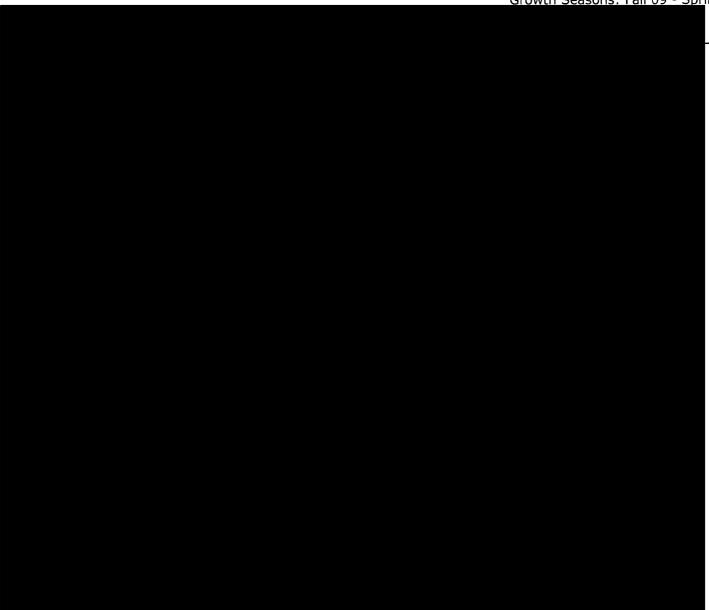
School: Eutimio Salazar Elementary

3

Run this report for a different term

Roster: Spring 2010

Growth Seasons: Fall 09 - Spring 10



### PERFORMANCE REPORTING: IDENTIFY SCHOOLS IN NEED

PAGINATION: TYES TO

Current As Of: 5/18/2010 mCLASS Home

## CLASS DIBELS BENCHMARK RESULTS COMPARISON CHART - School Level

STATE: NM

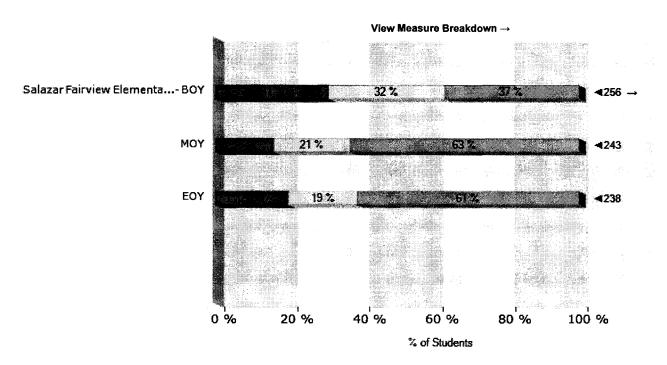
CUSTOMER: ESPANOLA SCHOOL DI ...

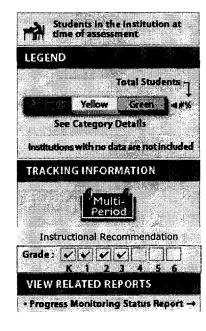
DISTRICT: ESPANOLA SCHOOL DI...

GRADE: K-3

PERIOD: 2009-2010 - Multiple Periods

INCLUDES: READING FIRST AND NON-READI...









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District Espanola Public Schools

	New Mexico Highly Objective on form Statewide Standard of Evaluation for Principals and Assistant Principals (HOUSSE-P)
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NEW MEXICO PRINCIPAL SELF-REFLECTION ON PROFESSIONAL DEVELOPMENT PLAN (PDP) Supervisor Feedback: Ruby Montoya Principal's Name: Principal's Signature

**Dorothy Sanchez** Supervisor's Name:

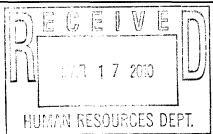
Date:

Supervisor's Signature:

Date:



NEW MEXICO PRINCIPAL	PROFESSIONAL DEVELOPMENT PLAN
District:	Espanola Public School
Principal's Name:	Mrs. Ruby Montoya
Principal's Signature:	Sury & Montoya
Supervisor's Name:	Ms. Dorothy Sanchez
Supervisor's Signature:	ETS Elementary
School:	
School Year:	2009-2010
Years of Experience:	33+ 10 FN DISTRICT
Date of PDP Development: (Within 40 days of Principal commencing his or her contract)	9/8/09
Dates of Site Visits: (1):	11/10/09
Dates of Site Visits: (2):	11/19/09
Dates of Site Visits: (Other):	



### NEW MEXICO PRINCIPAL PROFESSIONAL DEVELOPMENT PLAN

# Mid Year Review The Professional Development Plan has been reviewed, discussed, and refined as appropriate. Principal's Name: Mrs. Ruby Montoya Principal's Signature: Mus. Gudy Montoya Date: 9/8/09 Supervisor's Name Mrs. Dorothy Sanchez Supervisor's Signature Date: 2 11 10

Howe treviewed PDN. There are recommendations to add tata to proport ruffection.

Submitted at the end of the school year with Summative Evaluation - Form D



District

### **NEW MEXICO PRINCIPAL SUMMATIVE EVALUATION**

Professional Development Plan Completed Yes

Self Reflection on the PDP Completed

Signature denotes that you have discussed, read, and understand all of the comments on the Summative Evaluation form. Your signature does not imply that you totally agree or disagree with the comments given.

Principal's Name:

Mrs. Ruby Montoya

Principal's Signature:

by b. Zamora-Montseya

Ms. Dorothy Sanchez

POP-And year Review Complete Sy Reflectme dre in My 2010.

Supervisor's Signature

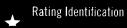
Supervisor's Name

2/17/10



District \_\_\_\_\_

NEW MEXICO PRINCIPAL SUMMATIVE EVALUATION		
Identify the level of proficiency l	nis form is completed at the end of the year prior to Summative Evaluation	
Name of Principal:	Mrs. Ruby Montoya	
Date:	2.17.10	
Date.		
Position:	Principal	
School Campus:	ETS Fairview Elementary	
Name of Supervisor:	Ms. Dorothy Sanchez	
Years of Experience:	31 Total and 10 with the Espanola Public Schools	
rears or experience:	2009-2010	
School Year:		



- 1. Does not meet competency
- 2. Meets competency





Form D

District Espanola Public Schools

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Ratings Identification

- 1. Does not meet competency
- 2. Meets competency

Domain: Communication

**Competency 2:** The Principal uses communication and relationship-building skills to engage the larger community in the knowledge of and advocacy for equity in meeting the diverse needs of the school community.

Form D

District Espanola Public Schools

Ratings Identification

- 1. Does not meet competency
- 2. Meets competency

Domain: Scope of Responsibility in Secondary Schools

**Competency 5:** The middle school and high school Principal develops, supports, encourages, and supervises programs that lead to increased student attendance, achievement, and graduation rates resulting in college readiness and work skills to meet the diverse needs of the community.

Choose Competency Rating

Not Applicable.



### NEW MEXICO PRINCIPAL PROFESSIONAL DEVELOPMENT PLAN

### Mid Year Review

The Professional Development Plan has been reviewed, discussed, and refined as appropriate.

Principal's Name: ¿

Principal's Signature:

Date:

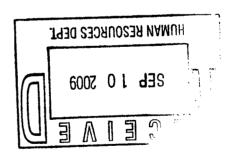
9/8/09

Supervisor's Name

Supervisor's Signature

Date:

9-8-09



Submitted at the end of the school year with Summative Evaluation - Form D



orm B

District \_\_\_\_\_

NEW MEXICO PRINCIPAL PROFESSIONAL DEVELOPMENT PLAN

2 OF 3



EW MEXICO PRINCIPAL SELF —ASSESSMENT		
-	Espanola Valley Public Schools	
District:		
	August 20, 2009	
Today's Date:		
	Ruby E. Zamora-Montoya	
Principal's Name:		
	Principal ETS Elementary	
Position:		
	Dorothy Sanchez	
Supervisor's Name:		
	ETS Elementary	
School:		
	2009-2010	
School Year:		
	31 vre	





Form A

Identify the level of proficiency with the following symbols: BEGINNING with a (B); EMERGING with an (E); PROFICIENT with a (P); and ADVANCED with an (A)

(B) BEGINNING (E) EMERGING (P) PROFICIENT







### **NEW MEXICO PRINCIPAL PROFESSIONAL DEVELOPMENT PLAN**

### Mid Year Review

The Professional Development Plan has been reviewed, discussed, and refined as appropriate.

Principal's Name:

Principal's Signature:

Date:

Supervisor's Signature

Supervisor's Name

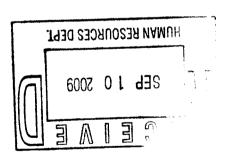
Date:

A. C. Markon

9/8/09

Donotyy STINCHE

9-8-09



Submitted at the end of the school year with Summative Evaluation - Form D

District



NEW MEXICO PRINCIPAL	SELF -ASSESSMENT
	Espanola Valley Public Schools
District:	August 20, 2009
Today's Date:	
Driveinelle Neme	Ruby E. Zamora-Montoya
Principal's Name:	Principal ETS Elementary
Position:	
Supervisor's Name:	Dorothy Sanchez
	ETS Elementary
School:	0000 0040
School Year:	2009-2010
	31yrs
Years of Experience:	





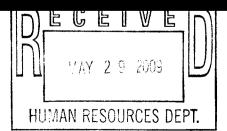
Form A

Identify the level of proficiency with the following symbols: BEGINNING with a (B); EMERGING with an (E); PROFICIENT with a (P); and ADVANCED with an (A)

(B) BEGINNING
(E) EMERGING







Mrs. Ruby Montoya



District	Española	Public	School	ols
DISHIBL	Lobaliola	I GDIIO		, , , , , , , , , , , , , , , , , , ,

Principal's Name:

Date:

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NEW MEXICO PRINCIPAL SELF-REFLECTION ON PROFESSIONAL DEVELOPMENT PLAN (PDP)

Supervisor Feedback:

Principal's Signature

Date: 5/27/2009

Supervisor's Name: Mrs. Dorothy Sanchez, Assist. Superintendent

Supervisor's Signature:

Riby Montga

